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**Development
Associates, Inc.**

RRSA FINAL CLOSING REPORT

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This report is a narrative report covering all RRSA deliverables by task since the inception of the project in November 2002 till the closing date of the project in December 2005. The report covers the tasks of the first six month work plan, modified 18 month work plan, extension period work plan, no cost extension work plan and additional achievements.

FIRST SIX MONTH WORK PLAN (NOVEMBER 19, 2002 – MAY 18, 2003)

- **Task 1: Establishment of the project office**

Deliverable: Project office established and all IT equipment procured and installed. Project moved to permanent premises March 23rd, 2003 and all IT equipment was installed and operational April 10, 2003.

- **Task 2: Contract with staff**

Deliverable: RRSA staff were hired gradually based on the actual needs of the tasks of the project.

- **Task 3: Assessment of SO 16 Performance Measurement Systems/Plans.**

Deliverable:

- “Assessment of SO16 Results Planning and Performance Management Measurement” Final Draft submitted on March 5, 2003.
- “PMP Datasheets FY 2003” submitted on December 10, 2003.

- **Task 4: Assessment of the monitoring and evaluation approaches currently being implemented**

Deliverable: “An Inventory Assessment of SO16 Implementing Partners’ M&E Systems” submitted on April 10, 2003.

- **Task 5: Plan and implement a performance monitoring workshop for Partners.**

Deliverable:

- Conducted workshop in “Strengthening Performance Monitoring”, January 27 and 28, 2003.
- Conducted workshop to “Review Results of the Assessment of SO-16 2002 Performance Monitoring Plan” February 18, 2003.

- **Task 6: Initiate the process of database normalization**

Deliverable: Database designed and included in the website developed.

- **Task 7: Briefing paper with road map on partner information technology resources for the development of RRSA/MIS**

Deliverable: “Cyber tools Briefing Paper No. 1 a Road Map Year 1” submitted on April 30, 2003.

- **Task 8: Finalize design & initiate implementation of an integrated RRSA information system**

Deliverable:

- “Strategy and Design Phase I: Implementation of the RRSA MIS and Local Network”
- “Strategy and Design Phase, Part II: Technical Specification of RRSA MIS & Installation of Project Resources” submitted on February 19, 2003.

- **Task 9: Transfer the GTG website, manage and develop the RRSA/MIS website.**

Deliverable:

- Only a list of publications available on the GTG website (excel file) was sent to RRSA on August 2, 2003.
- “RRSA Cyber Tool Development Audience and Purpose” submitted on March 31, 2003.

- **Task 10: Plan for the production of bi-monthly newsletters and other techniques for engaging partners**

Deliverable: Recruited the information dissemination coordinator, the mentioned staff worked on creating the design template of the newsletter and the research, writing and interviews for the first issue stories.

- **Task 11: Prepare and submit the work plan for months 7-24**

Deliverable: “RRSA 18 Month Work Plan (May 19, 2003– November 18, 2004)” submitted on June 9, 2003. (This work plan covers from the 7th month of the project to the 24th month of the project covering 18 month)

- **Task 12: Customer Satisfaction Feedback**

Deliverable: “2003 Client Satisfaction Review” submitted on December 21, 2003. (Submitted during the 18th month work plan)

- **Task 13: Assessment of Commodity Import program (CIP)**

Deliverable: “Impact Analysis USAID/Egypt Commodity Import Program” submitted on February 15, 2004. (Submitted during the 18th month work plan)

- **Task 14: Impact Evaluation of Assistance for Customs and Trade Reform (ACTF)**

Deliverable: “An Interim Report on Customs Reform Progress for the Period October 2002 – October 2003 under the ACTF Grant Agreement No. 263-0284” submitted on July 14, 2004 (submitted during the 18th month work plan).

- **Task 15: Assessment of Effectiveness of Technical Assistance to Support Policy Reform**

Deliverable:

- “Assessing the Effectiveness of Technical Assistance for Policy Reform: The Case of Intellectual Property Rights Reform in Egypt” submitted on August 17, 2004. (Submitted during the 18th month work plan)
- “Assessing the Effectiveness of Technical Assistance for Policy Reform” submitted on May 26, 2004 (Not for distribution as per USAID request) (submitted during the 18th month work plan)

- **Task 16: Socio-Economic Impact Analysis**

Deliverable: Two brainstorming sessions held with partners and USAID key staff - January 20 and 26, 2003. 16 key indicators developed and shared with partners -February 26, 2003. Draft questionnaires (Government Institutions, Household & private sector) designed and submitted to USAID on April 16, 2003.

MODIFIED EIGHTEEN MONTH WORK PLAN¹ (JULY 2003 – NOVEMBER 2004)

Task 1: Improve the Quality of USAID Monitoring and Reporting

- **Task 1.1: PMP revised as per strategy:**
 - **Link with overall strategy revision of SO-16**
 - **Develop process, make revisions**
 - **Coordinate data sheet completion**
 - **Complete the data sheets for submission**

Deliverable:

- “PMP Datasheets FY 2003” submitted on December 10, 2003.
- “PMP Datasheets FY 2004” submitted on December 14, 2004

- **Task 1.2: CSR Second Survey**

Deliverable:

- “2003 Client Satisfaction Review” submitted on December 21, 2003.
- “2004 Client Satisfaction Review” submitted on January 17, 2005

- **Task 1.3: Survey of private sector (impact assessment study)**

Deliverable:

- Included in the 2003 CSR survey covering 200 private businesses and 43 private business associations and submitted as part of the Customer Satisfaction Review Report 2003.
- Included in the 2004 CSR survey covering 12 Trade Associations and 200 businesses submitted as part of the Customer Satisfaction Review Report 2004.

- **Task 1.4: Interim and Annual reports of customs reform progress**

Deliverable:

- “An Interim Report on Customs Reform Progress for the Period October 2002 – October 2003 under the ACTF Grant Agreement No. 263-0284” submitted on July 14, 2004.
- “M&E Best Practices for Customs Reform and Trade Facilitation” submitted on July 30, 2004 (this deliverable replaced the annual report based on USAID's request)

Task 2: Improve the Quality of Evaluations and Assessments of Activities

- **Task 2.1: Assist the TAPR Project in conducting the first annual survey on customs reform (in the original work plan it was task No. 2.1)**

Deliverable: Provided TAPR with sampling frame, including lists of importers and exporters as well as custom clearing agents on May 20, 2003. Analysis of Commodity Import Program data on clearance days was also provided to TAPR.

¹ RRSA 18 month work plan that was approved on June 9, 2003 was modified on March 21, 2004 due to the additional tasks that were requested from USAID and were not included in the original 18 month work plan. All the tasks in the original 18 month work plan were included again in the modified one even the tasks that were finished before the modification.

- **Task 2.1: Annual survey of customs reform**

Deliverable: 2003 annual survey was conducted by TAPR.

- **Task 2.2: Follow-up survey on customs reform**

Deliverable: 2004 follow-up survey on customs was conducted by ATR. (Follow-up Survey on Customs Reform was not completed because the USAID activity manager decided that the survey should be completed by the ATR activity)

- **Task 2.3(a): Economic Fact-Finding Study**

Deliverable: Socio-Economic Impact Assessment statement of work submitted to USAID on August 7, 2003. Meeting was held on August 11, 2003 to discuss the scope of work and based on this meeting the strategy that RRSA used since February was changed. “The Evaluation of SO-16 for the FY 2003 Annual Report and Summative Impact Assessment” submitted to USAID on September 9, 2003. Including SO-16 Impact Evaluation Conceptual Approach and Methodology, Summary of Prime Data Sources on RRSA Database, Review of IR 2 Data Sources on RRSA Database, Impact Assessment Literature Review from the APRP Portfolio and Use of CSR Findings for Socio-Economic Assessment. *(Annual Summative Impact Assessment (occasionally referred to as the Socio-Economic Impact Study was not completed, as USAID staff could not agree on how to define the scope of the study, nor on the specific methodologies which RRSA should follow for the study.)*

Based on consecutive meetings with AID staff, they decided to change the Socio-economic impact assessment to Fact Finding on National level and to be submitted in 2004 CEFRS conference as a paper. “The Data Limitations to The Measurement of Competitiveness in the Food Processing Sector in Egypt Using Government Data” report submitted to USAID June 16, 2004.

- **Task 2.3 (b): Annual summative impact assessment**

Deliverable: “Second Draft Performance Narrative Program SO-16 Performance Summary Annual Report for FY2004” submitted on October 23, 2003.

- **Task 2.4: Conduct an assessment of the Commodity Import Program (CIP) from 1995 through 2002**

Deliverable: “Impact Analysis USAID/Egypt Commodity Import Program” submitted on February 15, 2004

- **Task 2.5: Conduct a diagnostic review of the Egyptian Commercial Law and related infrastructure.**

Deliverable: “Commercial Law in Egypt Diagnostic Review” submitted on July 29, 2003.

- **Task 2.6: Conduct a Project Assessment of the Commercial Law Development Program**

Deliverable: “Final Evaluation Report U.S. Department of Commerce Commercial Law Development Program in Egypt” submitted on August 28, 2003.

- **Task 2.7: Conduct a study that will estimate the employment “multiplier” for food processing in Egypt (Phase I and II)**

Deliverables:

- “Estimating an Employment Multiplier for Food Processing in Egypt Phase 1 Report” September 14, 2003.
- “Estimating Employment and Income Multiplier for the Food Processing Industry in Egypt” October 23, 2005. (This task was originally to be finalized and submitted on June 04 but this task could not be completed according to the original schedule due to non-availability of data. As a result, the methodology was revised to allow completion of some analyses. The revised methodology was implemented and therefore the submission of the report was delayed until 2005).

- **Task 2.8: Assess the effectiveness of the USAID strategy of providing technical assistance to support policy reform**

Deliverable:

- “Assessing the Effectiveness of Technical Assistance for Policy Reform: The Case of Intellectual Property Rights Reform in Egypt” submitted on August 17, 2004.
- “Assessing the Effectiveness of Technical Assistance for Policy Reform” submitted on May 26, 2004 (Not for distribution as per USAID request)

- **Task 2.9: Perform an analysis of the cost effectiveness of the total SO16 costs for M&E.**

- **Task 2.10: Design a study to review the effectiveness of the RRSA approach and services to USAID and the Partners**

Deliverable: Task 2.9 & 2.10 were not completed because of changing USAID priorities. These two tasks had been established to confirm the overall cost effectiveness of the RRSA contract and the overall M&E efforts of the SO-16 Technical Assistance contractors. Due to the Mission Director's direction for EG to proceed with a consolidated TA contract for all TA under SO-16, RRSA was not directed to complete these two tasks. As a result of not completing these respective tasks, the short-term TA LOE was available to initiate and/or complete other efforts, such as the evaluations of HEIA, ALEB, ExpoLink and AmCham that were not originally in the work plan.

- **Task 2.11: Mid-Term Evaluation of ATR**

Deliverable: “Assistance for Trade Reform ATR Mid-Term Assessment” submitted on February 26, 2004

- **Task 2.12: Final Evaluation of CTA**

Deliverable: “Corporate Tax Activity Final Evaluation” submitted on July 29, 2004.

- **Task 2.14: Final HEIA Evaluation**

Deliverable: “Horticultural Export Improvement Association (HEIA) Final Evaluation” submitted on January 31, 2005.

(This report was submitted as final on October 28, 2004 and based on AID additional comments after the final version was submitted, RRSA submitted the modified version with the date stated above including all the comments and modifications requested).

- **Task 2.15: Final ExpoLink Evaluation**

Deliverable: “Egyptian Exporters Association (ExpoLink) Final Evaluation” submitted on June 21, 2005.

(This report was submitted as final on October 28, 2004 and based on AID additional comments after the final version was submitted, RRSA submitted the modified version with the date stated above including all the comments and modifications requested).

- **Task 2.16: Final AmCham Evaluation**

Deliverable: “American Chamber of Commerce: Business Information Highway Project Final Evaluation” submitted on June 21, 2005.

(This report was submitted as final on January 10, 2005 and based on AID additional comments after the final version was submitted, RRSA submitted the modified version with the date stated above including all the comments and modifications requested).

- **Task 2.17: Final ALEB Evaluation**

Deliverable: “Agriculture-Led Export Business (ALEB) Final Evaluation” submitted on June 2005. (This report was submitted as final on January 26, 2005 and based on AID additional comments after the final version was submitted, RRSA submitted the modified version with the date stated above including all the comments and modifications requested).

Task 3: Facilitate the Use of Information for SO16 Related Program Management and Planning by USAID and Partners

- **Task 3.1: Provide Communications, Dissemination and Outreach Services to the SO-16 Partners**

Deliverable: The first formal communication is in the form of the RRSA Newsletter distributed in September; The EG website launched on 19 October, 2003.

- **Task 3.2: Develop and maintain a website that will contain SO-16 programs/activities, results and impacts, success stories, publications, the services offered by each of the Partners, contact persons and relevant databases with all the available search features. The website’s domain name is:**

www.usaideconomic.org.eg

Deliverable: The EG website was launched on October 19, 2003. The website public level of access disseminates (latest counts of the website content): 1130 publication, 37 activities’ information, results on Egypt’s Map, sectors, success stories, special studies and links bank. On the restricted level the website disseminates: 426 reports, 173 datasets, 168 RRSA resources and SO 16 activities calendar of events.

- “Data Dictionary Documentation of RRSA Relational Database” June 18, 2003. “SO-16 on-line Text Forms Format Database Schema” July 1, 2003.

- “Briefing Status of the Analysis, Design and Development of the SO-16 on-line Website: Public Dissemination phase” July 20, 2003.

- “SO-16 on-line Databases Design” July 28, 2003.

- **Task 3.2.1: Data dissemination**

Deliverable: Established RRSA MIS system which feeds the EG website database. Developed the MIS system for the restricted level of access.

- **Task 3.3: Bi-monthly newsletter**
Deliverable: Distributed Eight issues of the EG Link Newsletter to 1000 subscribers.
- **Task 3.4: Organize four workshops.**
Deliverables:
 - Launch of the EG website and review of the MIS system for the partner level of access on October 19, 2003.
 - RRSA organized a consultative workshop on “Commercial Law in Egypt” on July 9, 2003.
 - RRSA conducted a workshop for CRU on “Evaluations as a Tool for Improved Performance Management” May 5, 2004
 - RRSA conducted a workshop for CRU on “Performance Measurement for Enhanced Management” May 6, 2004.
 - “Performance Measurement for Enhanced Results Management for the Customs Reform Unit Ministry of Finance Government of Egypt” July 19, 20 and 21, 2004.
 - “USAID Technical Assistance and Workshop for Capacity Building in Performance Management: Support for Egypt’s Customs Reform Unit and Egyptian Customs Authority” report on the outcomes of the workshops conducted for the CRU staff submitted on July 30, 2004.
 - RRSA sponsored “The costs of not privatizing: an assessment for Egypt” conference with PIP Project, March 2004
- **Task 3.5: Identify and examine best practice issues**
Deliverable: This task was not completed because of changing USAID priorities.
- **Task 3.6: Evaluation Systems Planning Strengthen M&E activities**
Deliverable: Initial formats were provided to all Partners for gathering descriptive and results data from their activities for use on the EG Website. The existing periodic reports from the Partners contain progress data that is analyzed and incorporated into the newly developed SO-16 website by RRSA.
- **Task 3.7: Activity Monitoring & Reporting Strengthening Performance Management**
Deliverable: This task was not completed because of changing USAID priorities.
- **Task 3.8: USAID Reporting Liaison --Management Level**
Deliverable: Achieved through responding to USAID requests.
- **Task 3.9: USAID Reporting Liaison**
Deliverable: Achieved through responding to USAID requests.
(Task 3.8 and 3.9 were added in the modified work plan based on USAID request to be able to measure the efficiency of reporting to AID requests and responsible staff)

- **Task 3.10: Economic/Statistical Review of Data and Reports**

Deliverable: The responsible staff in the work plan revised and edited the website results written by RRSA staff, update of the PMP datasheets, analyses of the CSR survey results on SPSS and employment multiplier analyses through the IMPLAN-SAM model.

- **Task 3.11: Headquarters Technical Support: Product Design and Review**

Deliverable: Achieved through responding to USAID requests and technical support provided by the headquarters in the studies and reports requested.

ONE YEAR EXTENSION WORK PLAN (NOVEMBER 19, 2004 - SEPTEMBER 30, 2005)

Task 1: Monitoring and Reporting

- **Task 1.1: Conduct “Customer Satisfaction Surveys” to measure the performance of USAID funded activities. AERI Project is the target for this year’s CSR.**

Deliverable: “2005 Client Satisfaction Review” submitted on November 27, 2005.

- **Task 1.2: Design and conduct surveys of the private sector including individuals, businesses and business associations to track emerging issues, economic trends, sectorial trends and impact related concerns**

Deliverable: “Impact Assessment of Customs and Trade Reforms in Egypt” submitted on September 26, 2005. (Based on USAID needs they requested to conduct this study instead of the survey of the private sector.)

Task 2: Evaluations and Assessments Related to Economic Growth “Survey & Assessment Level”

- **Task 2.1:**
 - **Assess the capacity and performance of activity level M&E functions for new SO16 activities.** (Based on USAID needs they requested from RRSA not to conduct this component)
 - **Conduct data quality assessments for PMP indicators**
 - **Develop a tracking system for SO16 in meeting State and USAID selected performance measures**

Deliverable: “Data Quality Assessment of Selected SO16 Performance indicators”
Submitted on December 20, 2005

- **Task 2.2: Conduct evaluations of selected major activities: ECES**

Deliverable: “Evaluation of the Egyptian Center for Economic Studies” submitted on June 14, 2005

- **Task 2.3: Conduct studies on cross-cutting issues relevant to multiple contractors and grantees on the following: Insurance Sector and CIP**

Deliverable:

- “Egypt Commodity Import Program Employment Study” submitted on August 30, 2005
- “The Impact of USAID Assistance in the Insurance and Private Pension Sectors in Egypt” submitted on September 19, 2005

Task 3: Facilitate Use of Information to Better Achieve Program Results

- **Task 3.1: Provide communications, dissemination and outreach services by maintaining the Economic Growth website**
Deliverable: The website public level of access disseminates: 1130 publication, 37 activities' information, results on Egypt's Map, sectors, success stories, special studies and links bank.
- **Task 3.1.1: Create a sub-domain for each activity in SO-16 on the Economic Growth website**
Deliverable: Developed three sub-domains on the public access website (CIP, AERI and EFS)
- **Task 3.2: Establish and maintain a central repository for data requests and dissemination on the Economic Growth website**
Deliverable: The restricted level of the website (launched March 2004) disseminates: 426 reports, 173 datasets, 168 RRSA resources and SO 16 activities' calendar of events.
- **Task 3.3: Produce and distribute a bimonthly newsletter to 1000 subscribers and other public information publications**
Deliverable: Distributed four issues of the EG Link Newsletter to 1000 subscribers
- **Task 3.4: Organize and facilitate up to six workshops per year**
Deliverable: Organized one CRU workshop in February 2005 which was a follow up on the two workshops held in 2004.
- **Task 3.5: Translate Laws, Decrees and Regulations as requested by the CTO**
Deliverable:
 - Translation of Financial Services Study for USAID, November 2004
 - Translation of USAID Brochure, December 2004
 - Translation of USTR, March 2005
 - Translation of CRU trip report, April 2005
 - Translation of the Special 301 report, May 2005
 - IRS interpretation to MOF, July 2005
 - New Income Tax Law for the Ministry of Finance, July 2005
- **Task 3.6: Handle the logistics and other technical requirements for the annual economic conference that USAID/EG supports which is organized by Cairo University/CEFRS**
Deliverables:
 - RRSA printed the CEFRS 2004 "Revisiting Egypt's Competitiveness: The Road Ahead for Building Leading Sectors" Book.
 - RRSA organized the CEFRS 2005 conference entitled "Meeting the Challenges of Economic Reform in Egypt" papers discussed during the conference.

- **Task 3.7: Special Reports such as: Ministry of Finance Economic Quarterly Reports for December, March and June. Business Competitiveness Report.**

Deliverables:

- “The Egyptian Competitiveness Report 2004/2005”
- MOF Egyptian Economic Monitor (4 issues)

- **Task 3.8: Technical Support to: Business Competitiveness Group and Ministry of Justice**

Deliverable:

- Formatted, edited and translated the Egyptian Competitiveness report.
- Purchased Quick Book Pro Software for MOJ.

THREE MONTH EXTENSION WORK PLAN (OCTOBER 1, 2005 - DECEMBER 31, 2005)

Task 3: Facilitate Use of Information to Better Achieve Program Results

- **Task 3.1: Provide communication, dissemination and outreach services by maintaining the Economic Growth website**
Deliverable: The website public level of access disseminates: 1130 publication, 37 activities' information, results on Egypt's Map, sectors, success stories, special studies and links bank.
- **Task 3.1.1: Create a sub-domain for each activity in SO-16 on the Economic Growth website upon USAID/Partners' request**
Deliverable: Developed three sub-domains on the public access website (CIP, AERI and EFS)
- **Task 3.2: Establish and maintain a central repository for data requests and dissemination on the Economic Growth website**
Deliverable: On the restricted level the website disseminates: 426 reports, 173 datasets, 168 RRSA resources and SO 16 activities calendar of events.
- **Task 3.2.1: Transfer of the Website**
Deliverable: RRSA is coordinating with TAPR II based on USAID direction the transfer of the website.
- **Task 3.3: Produce and distribute a bimonthly newsletter to 1000 subscribers and other public information publications**
Deliverable: Produced the last issue of the EG Link Newsletter November/December 2005 issue.
- **Task 3.5: Translate laws, decrees and regulations as requested by the CTO**
Deliverable: IRS interpretation to MOF, November 2005
- **Task 3.6: Print the 2005 CEFRS Conference Proceedings**
Deliverable: Based on USAID directions and due to time constraints TAPR II will take over this task.
- **Task 3.7: Special reports such as: Ministry of Finance Economic Quarterly Reports for October and New Customs Law Book**
Deliverables:
 - MOF Egyptian Economic Monitor, September 2005
 - "New Customs Law No. 66/1963 and its amendments as amended by Law No. 95/2005" book, October 2005.
 - "Organizing Customs Exemptions Law No.186/1986 and its Executive Regulation" book, October 2005.

- **Task 3.8: a) Technical Assistance to ENCC and b) Concluding of the TA for Ministry of Justice and Ministry of Investment (TA, creation and implementation of manuals, administration procedures, as well as, training on the QuickBooks Pro software**

Deliverable:

- Purchased Quick Book Pro Software for MOI, developed operational manuals for MOJ and MOI and training is in process.
- Based on USAID directions and due to time constraints TAPR II will take over item (a) of this task.

- **Close out plan for the project and closing the project**

Deliverable:

- RRSA will deliver the studies and reports received from USAID at the beginning of the project which includes the following (attached the list of detailed publications which consist of 45 spread sheets): CIPE, GTN, CEFRS, DT2, ECES, GTG /PWC, GTG/SRI, GTG Newsletter, DATA, DSP I &II, TIPRE/SIPRE, DSPU, PASA, ATR, Privatization, HEIA, ALEB, Expo Link, APRP, Am Cham, CBS, ATUT, Ag Reform, Ag Link, CMD, SEBDOs, ICT, USAID, JETRO & JODC, European Union, World Bank, UNIDO, UNDP, Laws, Central Bank of Egypt, Misr Bank, International Monetary Fund, National Bank of Egypt, CAPMAS, General reports and other publications collected during the lifetime of the project which is related to RRSA tasks.
- RRSA deliverables (reports, studies and EG Link Newsletter) since November 2002 up to December 2005 will be delivered in one soft copy and two hard copies each.
- RRSA properties will be transferred to TAPR II as approved by CTO and CO.

ADDITIONAL ACHIEVEMENTS

Work Plans:

- “First Six Month Work Plan (November 19, 2002 through May 18, 2004) ” February 20, 2003
- “Modified Eighteen Month Work Plan (July 2003 – November, 2004)” March 21, 2004.
- “Extension Period Work Plan (November 19, 2004 through September 30, 2005)” May 22, 2005.
- “Three Month No Cost Extension Work Plan (October 1, 2005 through December 31, 2005)” October 10, 2005.

Translations and Interpretations:

- Interpretation for GOEIC meeting, January 2004
- CRU Interpretation, July 2004
- CRU Workshop Manual, July 2004
- CTA Final Evaluation – Executive Summary translation, July 2004
- Money Laundry report for the U.S. Embassy, September 2004
- Translation of the National Democratic Party Conference Report, October 2004

ANNEX A – FIRST SIX-MONTH WORK PLAN

FINAL

FIRST SIX-MONTH WORKPLAN

For

USAID/EGYPT ECONOMIC GROWTH STRATEGY

November 19, 2002-May 18, 2003

SO 16 RESULTS REPORTING SUPPORT ACTIVITY

(MOBIS Contract No. GS-10F-0185K, Task Order No. 263-M-00-03-00006-00)

Prepared by

DEVELOPMENT ASSOCIATES, INC.

Cairo, Egypt

February 20, 2003

A. Introduction:

USAID/Egypt Economic Growth (SO 16) Results Reporting Support Activity (RRSA), implemented by Development Associates, Inc., is an activity designed to support the Mission and its partners, in improving program results through improved monitoring and evaluation. The contract for this activity was signed on November 19, 2002 and the office in Cairo commenced operations on December 2, 2002. RRSA's expatriate and Egyptian economists were in place and functioning as a team during the first week of startup. Furthermore, the full and part-time support staff were hired and in place within that same week.

The visit of a senior management team from Development Associates during the first and second weeks of startup aimed at fostering continued effective working relations with the USAID Economic Growth team and the Contracts Office, as well as to establish new acquaintances with USAID's partners in SO 16. An Information Technology and Management Information Systems specialist provided a technical analysis and recommendations for RRSA's management information system.

B. RSSA Progress to Date:

Development Associates' management team headed by its President, Mr. Peter Davis, arrived in Cairo to establish its Office and meet with the USAID Economic Growth Team as part of the inauguration of the Results Reporting Support Activity. Within the first week, the professional and support team was operating out of the new Office. Computers were available for all staff, phone lines were in, a connection to the internet was functional, and the office became fully operational.

During the second week, the RRSA team met with the CTO, the Contracts Office representatives, most members of the SO16 team, program office staff and many of the partners who implement SO16 activities. The USAID Economic Growth Team was most supportive of Development Associates efforts to have a rapid startup of the RRSA. Its support included early initial meetings with SO16 management, setting up a highly useful interactive meeting with SO16 partners, a review of deliverables and activities and arranging a meeting with team members to resolve a number of critical contractual matters.

In addition to meeting with USAID SO16 team members and with partners, the RRSA Team developed a draft of the present six-month workplan. This workplan was reviewed in the home office and presented to the CTO.

By week three of the RRSA startup, the Team had begun to interview partners as a prelude to carrying out a full scale inventory of Partners' monitoring and evaluation activities. This inventory will be completed by the end of January in order to review their performance monitoring and reporting plans and activities, as well as their evaluation efforts.

C. Deliverables Under the First Six-Month Workplan:

In lieu of a detailed text on the deliverables, they are presented in a matrix format.

As specified by the Contract, the following activities and deliverables are included for the first six months:

1. Establishment of the project office
2. Contract with staff
3. Assessment of SO 16 performance measurements
4. Assessment of the monitoring and evaluation approaches currently being implemented
5. Plan and implement a performance monitoring workshop for Partners
6. Initiate the process of database normalization
7. Briefing paper on partner information technology resources for the development of RRSA/MIS
8. Finalize design & initiate implementation of an integrated RRSA information system
9. Transfer the GTG website and manage and develop the RRSA/MIS website
10. Plan for the production of bi-monthly newsletters
11. Prepare and submit the work plan for months 7-24
12. Initial work on Customer Satisfaction Feedback
13. Start-up work on an Assessment of the Commodity Import Program
14. Initial work on the Impact Evaluation of Assistance for Customs and Trade Reform
15. Initial work on the Assessment of Effectiveness of Technical Assistance to Support Economic Reform
16. Start-up work on Socio-Economic Impact Analysis

Annex 1 illustrates the summary of deliverables according to the three major tasks of the contract referenced to the workplan activities during the first six month period of the contract.

D. The Overall Task Order Calls for Deliverables Under Three Major Tasks:

Task 1: Monitoring and Reporting

- 1.1 An annual report will be prepared on PMP indicators for each of the three IRs and the overall SO through working with the Mission and existing contractors to review the existing M&E functions and establish baselines for the performance indicators associated with each of the economic growth activities. At a minimum, this will require updating the following information on indicators already in the Performance Monitoring Plan: performance indicator value, indicator description, data sources, data collection methods, review of data limitations/quality concerns, gender/poverty/geographical disparities.
- 1.2 Implementation reports will be prepared either semi-annually or annually as requested by the CTO based on the synthesis of the contractors' evaluation reports. These reports will identify progress and problems as well as recommendations as appropriate. These will rely heavily on the periodic reports already required from each contractor and grantee, as well as surveys conducted by the RRSA team.
- 1.3 Customer satisfaction surveys will be implemented that will measure the degree of satisfaction with AID-funded activities. One survey will cover approximately 200 private businesses and business associations that received USAID funded services. A second survey will measure satisfaction for other customer groups. Results will be used to inform appropriate programmatic adjustments.
- 1.4 An annual private sector survey will be designed and conducted that includes individuals, businesses and business associations that complements secondary data sources. This survey will track emerging issues, economic indicators (inflation, exchange rates, etc.) sectorial trends and impact related concerns. This is expected to be an important component of the Summative Impact Assessment that will be completed under Task 2 and may directly contribute to development and tracking indicators that will be added to the Performance Monitoring Plan mentioned above under Task 1.

Task 2 Evaluations and Assessments Related to Economic Growth

- 2.1 A short-term assessment of SO16 M&E needs will be implemented during the first three months and thereafter every two years. A scope of work will be prepared that includes objectives, approach, timeline, staff requirements and budget. A written and oral presentation of the findings will be presented to Mission management within 30 days of completing the Assessment.
- 2.2 An annual summative impact assessment on program effectiveness will be prepared that highlights one IR per year to allow for an in-depth analysis and a longer timeframe to judge results. This assessment will feed into the

- USAID Annual Performance Report due in November each year. The assessment will draw input from a broad array of analysts within and external to the Mission including government units, universities, think tanks and partners and clients. The intent is to generate new programmatic ideas and receive realistic feedback on program effectiveness. Results will also be used for annual performance monitoring.
- 2.3 Four evaluations, assessments or studies per year will be implemented. These may include an evaluation of the capacity and performance of activity level M&E contractors with the intent to identify gaps and/or problems and to recommend ways in which the SO-wide contractor can help to resolve problems and provide support. They may also include an impact evaluation on a selected contract/activity that focuses primarily on activity impact rather than management and implementation issues.
- 2.4 An oral presentation and written report will be prepared annually on the cost-effectiveness of M&E activities.

Task 3 Facilitate the Use of Information to Better Achieve Program Results

- 3.1 Periodic briefings and reports will be presented to encourage coordination among donors as requested by USAID.
- 3.2 Bi-monthly newsletters will be produced and distributed to 1000 subscribers.
- 3.3 A cyber tools briefing paper will be prepared on the best practices for using cyber tools for M&E will be completed within the first three months and updated annually.
- 3.4 A review paper on best practices for activity level websites will be prepared.
- 3.5 The SO 16 Activity website will be developed and maintained reporting on SO 16 activities, achievements, success stories, activities publications, services offered by partners, contact persons, training opportunities, relevant databases, and events calendar. .
- 3.6 Executive summaries of contractor reports and press clippings will be available on the website.
- 3.7 Four workshops per year will be held on various M&E topics resulting from the evaluations and studies.
- 3.8 Meetings and seminars will be held for activity level M&E technical staff.
- 3.9 Occasional analytical reports will be presented to promote better coordination and synergies among and between SO activities.

RESULTS REPORTING SUPPORT ACTIVITY

Six-Month Workplan

November 19, 2002 to May 18, 2003

Deliverable or Activity/Tasks	Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments/Additional Information	USAID Action
1. Establishment of the project office 1.1 Temporary office space identified and lease agreement finalized; 1.2 Search begins for permanent office space 1.3 Procurement plan options studied and schedule of the bid process finalized	Mason/ Schumacher Schumacher Schumacher / Chottepanda/ Gaeta	19 Nov. – 1 st Dec. 1 st Dec. – 15 January 8 th December – 20 th Dec.	1.1. Office operational 1.2. Solid leads on new space, accompanied by spatial plans. 1.3. Bid process complete	Three month lease signed with furniture & rented computers. Laptop computers purchased for RSSA team. Office networked and on-line with internet provider	N.A.
2. Contract with staff 2.1 Both full-time and part-time staff hired and sub-contract with Allied Corporation finalized 2.2 Orientation of staff	Mason/ Schumacher (all RRSA staff)	19 th Nov. – 18 th Dec. 9 th Dec., 02	All key staff in place	Employment contracts finalized and sub-contract adjusted and sent to USAID for approval	Contract Office consulted as needed
3. Assessment of SO 16 performance Measurement Systems/Plans 3.1 Assess the existing performance indicators, benchmarks, and baseline data that have been developed by USAID and partners; 3.2 Determine an optimal database for establishing appropriate baselines and performance indicators; 3.3 Identify data gaps based on existing data; in establishing appropriate set of PMP indicators 3.4 Develop new indicators and update the current PMP at IR and SO level.	Mason/ Chottepanda Gaeta/RRSA Team Sidibe Chottepanda/ Short-term Consultants	15 th Jan. – 19 Feb. 15 th Jan – May 31 st 15 Jan. – May 31 st 15 Jan.- May 31 st	3.1. Assessment of Results Planning and Performance Measurement Report and Recommendations completed. 3.2. Design for database completed 3.3. Report on data gaps completed 3.4. Updating of PMP indicators completed	RRSA Team will develop the inventory of baseline information and indicators currently used. Recommendations will be made to update the current PMP indicators. A consultant team will join in mid-January to assist the RSSA Draft Report by 5 th March	Comments and feedback on draft report by 19 th March

Deliverable or Activity/Tasks	Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments/Additional Information	USAID Action
Assessment of the monitoring and evaluation approaches currently being implemented 4.1 Develop a format for collecting data pertaining to M&E activities from partners; 4.2 Review activity level monitoring and evaluation plans; 4.3 Review planned and completed evaluations, and periodic reports required of partners 4.4 Assess the SO16 Monitoring and Evaluation Activity Status and Recommend appropriate evaluation methods and submit report 4.5 Formal presentation of the assessment of evaluation approaches 4.6 Identify, synthesize, and schedule evaluation plans for the next two years	El-Oraby/ Sidibe Chottepanda/ El-Oraby/ Sidibe/ Chottepanda Sidibe/ Chottepanda Schumacher & RRSA team Sidibe	12 th Dec. – 31 st Dec. 12 th Dec – 31 st March 12 th Dec. – 31 st March 3 Feb.- 31 st March 31 st March 1 st March – 31 st March	4.1.Data collection format for partners completed 4.2.Review completed 4.3.Review completed 4.4 Implementation plans and accompanying evaluations completed 4.5 Presentation completed 4.6 Evaluation schedule reviewed by USAID	Obtain the completed evaluations, periodic reports submitted by partners and assess the appropriateness of the planned evaluations in consultation with the USAID Program Office, technical offices and the partners.	Provide Scopes of Work, Periodic Progress Reports, and Evaluation Reports for each project by 27th Feb. Feedback on report and presentation by 15 April
5. Plan and implement a performance monitoring workshop for Partners 5.1 Design 1 ½ day workshop and identify the participants; 5.2 Implement workshop for up to 30 partners, including M&E personnel 5.3 Conduct a follow-up workshop on PMP indicators 5.4 Conduct a debriefing session with USAID	Mason and RRSA staff and consultants	27 th - 28 th January Feb. 18th Feb. 19 th	5.1.Workshops conducted	Participants might include Contractors, subcontractors, grantees, USAID, RRSA and especially M&E activity level personnel	Feedback from appropriate team leaders and CTOs by 27 th of Feb.

Deliverable or Activity/Tasks	Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments/Additional Information	USAID Action
6. Initiate the process of database normalization 6.1 Review existing data sets for consistency and reliability of data elements; 6.2 Identify functional dependencies of data elements; 6.3 Recommend standardization of data sets as appropriate	Sidibe/Gaeta Sidibe/Gaeta Sidibe	2 nd Jan. – 19 th May	6.1 Analysis complete 6.2. Analysis complete 6.3. Standardization plan completed	This is a necessary step in the process of developing an updated set of PMP indicators and an annual implementation plan.	Comments and Concurrence from USAID by 31 st of May
7. Briefing paper with road map on partner information technology resources for the development of RRSA/MIS 7.1 Prepare a document on the types of cyber tools that might include: on-line training, on-line marketing, reporting services, website promotion that includes search engine positioning and visibility; 7.2 Develop a report on the use of cyber tools for M&E.	Gaeta Gaeta	20 th Jan.- May 15th 20 th Jan. – May 15th	7.1. Cyber tools report completed 7.2. State of the art presentation completed and disseminated	This could include indexed services and product directories hyperlinked to private sector businesses, industry /sector specific e-mail newsletters and newsgroups.	Comments and Concurrence from USAID by 29 th of May
8. Finalize design & initiate implementation of an integrated RRSA information system 8.1 Prepare a briefing document on the RRSA information system based on best practices	Gaeta/MIS staff	20 th Jan. – 20 th Feb.	8.1. Plan for integrated information system completed	This process will begin in early February following the review of the existing M&E systems and M&E plans	Comments and feedback by USAID by 5 th of March

Deliverable or Activity/Tasks	Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments/Additional Information	USAID Action
9. Transfer the GTG website, manage and develop the RRSA/MIS website 9.1 Initiate and design a central and comprehensive information repository pertinent to the RRSA/MIS; 9.2 Conduct a briefing session with USAID MIS staff on GTG and USAID website issues 9.3 Issue a progress report and presentation to USAID	Gaeta/MIS staff Gaeta/RRSA staff Gaeta/MIS staff	15 th Jan. – 31 st March 5 th Feb. 31 st March	9.1. Website designed 9.2 Session held. 9.3. Progress report on website discussed with USAID	The systems manager and Website manager will jointly develop an operational RRSA/MIS website	Concurrence to the transfer of GTG website from Am-Cham to RRSA by 15th of March
10. Plan for the production of bi-monthly newsletters and other methods for promoting communication and coordination among partners 10.1 Develop the formats, contents and editorial policy of these periodic newsletters; 10.2 Establish a system of distribution and feedback for increasing the synergy among the USAID Partners	Bayoumi Schumacher/RRSA Team	March – May	10.1. Newsletter content and schedule determined 10.2. Schedule of partner exchanges established	These production plans and distribution systems will be jointly developed with the partners and USAID	Continuous feedback from USAID

Deliverable or Activity/Tasks	Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments/Additional Information	USAID Action
11. Prepare and submit the work plan for months 7-24 11.1 Work in consultation with the USAID team leaders and CTOs and the partners to develop the new work plan 11.2 Schedule the level of effort and develop a detailed operating plan. 11.3 Review the work plan with USAID team leaders and CTOs before seeking Mission approval	RRSA staff Schumacher Schumacher	March –May 2003	11.1. Work plan completed 11.2. Operational plan completed 11.3 Review of workplan completed	Continuous consultation with CTO and team leaders will be required.	Preliminary approval of draft Work-plan by USAID by 30 th April
12. Customer Satisfaction Review 12.1. Design the sampling frame and questionnaire. 12.2. Collect data for the first survey 12.3. Process the data, analyze and write a report. 12.4. Disseminate the information in appropriate manner 12.5 Identify design needs for 2nd survey	Eloraby/ Sidibe	1 st March – 30 th April 1 st May- 30 th June July –Sept. October October	12.1. Sample frame design work done. 12.2 Data collection begins. 12.3 Report is completed 12.4 Results are disseminated 12.5 Sample design needs for second survey identified.	Data collection work, analysis and report will be completed by 31st of October.	Approval of sampling design by 30 th April Approval of final report by 31 st October
13. Assessment of Commodity Import program (CIP) 13.1. Develop the plan of work and identify the sources of transactions and beneficiaries. 13.2. Collect trade statistics in terms of commodities and values imported from US. 13.3. Assess the impact of the CIP on employment generation. 13.4. Establish baselines and assess the impact of the CIP on end users. 13.5. Write analytical report and disseminate in appropriate mode and context.	Schumacher/ Mason	17 th Feb- 18 th May	13.1. A detailed list of transactions is developed. 13.2. Trade statistics collected with comments on their reliability. 13.3 Assessment completed 13.4 Briefing established and impact analysis completed 13.5 Report completed	The assessment will be Completed by September 30 th .	

Deliverable or Activity/Tasks	Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments/Additional Information	USAID Action
<p>14. Consultation and Planning for ACTF M&E needs</p> <p>14.1. Provide advice to USAID customs team on identifying stakeholder groups.</p> <p>14.2. Complete a plan for ACTF-related information</p> <p>14.3. Identify appropriate indicators for the ACTF activities.</p> <p>14.4 Prepare a report with recommendations</p>	Chottepanda	20 th Feb-30 th April	<p>14.1. Initial review is done.</p> <p>14.2. Initial plan is completed</p> <p>14.3 Indicators are developed</p> <p>14.4 Report is completed</p>	Planning Report completed by 30 th April.	Approval and feedback by 15 th of May
<p>15. Assessment of Effectiveness of Technical Assistance to Support Policy Reform</p> <p>15.1. Identify the activities and their technical assistance components that support economic reform.</p> <p>15.2. Review the baselines and expected outcome of each technical assistance component.</p> <p>15.3. Meet with GOE policy teams and assess the impact of TA on institutional capacity building.</p> <p>15.4. Assess the impact of TA on various policy areas to be determined.</p> <p>15.5. Write a report, including the strengths and weaknesses of TA, and disseminate the results.</p>	RRSA Staff	<p>15th March – September</p> <p>15th March - September</p>	<p>15.1. List of activities with descriptions done.</p> <p>15.2. Baseline and expected outcome determined.</p> <p>15.3 Assessment of TA on institutional capacity building is completed</p> <p>15.4 Assessment of the impact of the TA on ATR and WTO compliance requirements is completed.</p> <p>15.5 Final report is completed.</p>	Final report of assessment to be determined	Meeting by 15 th March to determine the scope of the assessment

Deliverable or Activity/Tasks	Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments/Additional Information	USAID Action
16. Socio-Economic Impact Analysis 16.1. Define and delineate the scope of the project through discussion and brainstorming sessions. 16.2. Determine key indicators (7 or 8) that can be measured, which would account for a significant part of the total impact of the programs on all IRs, and highlighting on any one of them. 16.3. Collect the secondary data, identify the data gaps, and establish baselines and benchmarks for assessing the impact. 16.4. Design and conduct survey of target groups (private sector) to track emerging issues, indicators, sector trends, and concerns. 16.5. Make analysis of the survey data, draw inferences, write reports, and disseminate as appropriate.	Chottepanda/ Eloraby/ Sidibe	31 January- 27 th Feb. 20 th Jan – 31 st March 1 st April – June May- September July- September	16.1. Report on the scope of the study. 16.2. List with key indicators, target groups, and the work plan on the impact analysis are done. 16.3. Assessment of available data and the data gaps is completed 16.4 Survey work is completed 16.5 Final report is completed	Final report of analysis is completed by September 30 th .	Approval of final report by 15 th October

ANNEX B – EIGHTEEN MONTH WORK PLAN

FINAL

EIGHTEEN MONTH WORK PLAN

For

USAID/EGYPT ECONOMIC GROWTH STRATEGY

May 19, 2003 – November 18, 2004

SO 16 RESULTS REPORTING SUPPORT ACTIVITY

(MOBIS Contract No. GS-10F-0185K, Task Order No. 263-M-00-03-00006-00)

Prepared by

DEVELOPMENT ASSOCIATES, INC.

Cairo, Egypt

June 9, 2003

RESULTS REPORTING SUPPORT ACTIVITY
Eighteen Month Work Plan
May 19, 2003 to November 18, 2004

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments/Additional Information	USAID Action
Task 1: Improve the Quality of USAID Monitoring and Reporting					
1.1 Update the information sources and work with the CTOs and Partners to assemble the data required for each of the new or modified performance indicators that will be included in the Performance Monitoring Plan for FY 2003	Chottepanda, Sidibe, Dale P: Mervat Fikry B: John Morgan	May to October '03 and February to October '04	Final Report on PMP Indicators for FY 2003 submitted to USAID with data sheets updated for each performance indicator by IR	Draft report was submitted to USAID in February with recommendations for revised IRs and performance indicators	Confirmation of each performance indicator and the data required for the PMP by June '03. Plan with the CTOs on a schedule to acquire the data with the other Partners and RRSA

1.2 Conduct two customer satisfaction surveys annually to measure the performance of USAID funded activities and the degree of satisfaction with the specific services that have been provided to private businesses and business associations focusing on IR-2 and a second survey with other customer groups during the second year.	Dale and Sidibe P: Gary Robbins B: Anne Williams	May to November '03 and May '04 to November '04	Surveys completed and results disseminated as soon as analysis of the results completed	Results are required by USAID each year in order to incorporate into the annual performance report.	Confirmation of the SO-16 projects that are included in each survey
1.3 Design and conduct an annual "Survey of the Private Sector" that includes individuals, businesses and business associations	Mason and RRSA Team P: Tony Chan B: Glenn Rogers	May to November '03 May to November 04	Survey completed and results disseminated each year	This annual survey is part of the "Summative Impact Assessment" under Task 2	Confirmation of the sampling frame before contracting with CAPMAS or other surveying firm
1.4 Prepare an annual report on customs reform progress and impact under the Assistance for Customs and Trade Facilitation (ACTF) Grant agreement.	Chottepanda P: Rasha Hakim B: Glenn Rogers	September 03 to October '04	Report submitted that includes an assessment of the data sources and indicators for the Mission's Annual Report synthesizing data from multiple resources identified by USAID		
Task 2: Improve the Quality of Evaluations and Assessments of Activities					

2.1 Assist the TAPR Project in conducting the first annual survey on customs reform	Chottepanda P: Glenn Rogers B: Rasha Hakim	May to September '03	Collaborate with the TAPR staff and assist in the conduct of the baseline survey, which also provides learning opportunity for conducting future surveys Providing sample frame and recommendations on sample size.	The participation is expected to involve 20 percent of a staff member's time through September '03	
2.2 Conduct an annual survey of the status of the customs reform project in 2004	Chottepanda P: Rasha Hakim B: Glenn Rogers	June to September '04	Design and implement an annual survey that will measure the impact of the customs reform project. Present an analysis and report	The survey will attempt to capture the progress achieved in the customs area and issues to be addressed	
2.3 Conduct an annual summative impact assessment of the SO-16 program each year. This assessment will focus on the long-term linkages between USAID strategy/interventions and the broader socio-economic impact. The study will assess this impact within the present social conditions in Egypt, including assessing the impact and disparities on a geographical basis.	Mason and RRSA Team Leaders of each IR P: Tony Chan B: Glenn Rogers	May to November '03, and May to November '04	The annual surveys of the private sector such as the customer satisfaction surveys (Task 1.2) and the CAPMAS survey of the private sector (Task 1.3) are all inputs into writing this impact assessment.	This analysis will attempt to empirically document SO-16 impact at a level above the project level but lower than the overall macro-economic level. Respondents will include both direct and indirect beneficiaries in an attempt to demonstrate the impact beyond the direct beneficiaries.	Confirmation at an early stage each year of the SOW for the annual impact assessment.

2.4 Conduct an assessment of the Commodity Import Program (CIP) from 1995 through 2002	Mason, Garas, and Schumacher P: Lynn Dun B: Bob Van Horn	November 03 to March '04	The final report will be completed in March 04	The field survey in Egypt will be conducted through interviews while the U.S. suppliers will be surveyed electronically.	Approval of SOW has been received and consultants have been approved.
2.5 Conduct a diagnostic review of the Egyptian Commercial Law and related infrastructure	Mason and Schumacher P: Iman El Shayeb B: Tony Chan	June to July '03	Report submitted to USAID	Three week overview of the legal and regulatory regime, the enforcement of the commercial regime and the legal capacity.	Approval of the consultants in a timely manner
2.6 Conduct a Project Assessment of the Commercial Law Development Program	Mason and Schumacher P: Remah Talaat B: Tony Chan	July to August '03	Report submitted to USAID	Meet with the Dept. of Commerce in Washington before arriving in Cairo.	Approval of the consultants in a timely manner
2.7 Conduct a study that will estimate the employment "multiplier" for food processing in Egypt	Chottepanda and Sidibe P: Mohamed Omran B: Anne Williams	July to October '03	Report submitted to USAID before October 31, 2003	Two seminars to discuss the results of the survey. The first seminar will be a technical seminar in September and the second with policy makers in October.	Approval of final SOW needed. Approval of the consultants in a timely manner

2.8 Assess the effectiveness of the USAID strategy of providing technical assistance to support policy reform	Chottepanda P: Ali Kamel B: Anne Williams	May to December '03	Identification of examples, explanations of how TA has worked on policy reform and what the results have been.	This is an informal assessment using both a review of reports and some interviews of key informants in key institutions.	Confirmation of the scope of this study is needed and the SOW will need to be approved with the respective USAID team leaders and CTOs before this assessment can be undertaken within the government agencies
2.9 Perform an analysis of the cost effectiveness of the total SO16 costs for M&E.	RRSA Staff P: Glenn Rogers B: John Morgan	October to December '03 and '04	Report to USAID on the cost effectiveness of various activities included in the Partners' Projects		Need a more definitive SOW from USAID
2.10 Design a study to review the effectiveness of the RRSA approach and services to USAID and the Partners	RRSA Team P: John Morgan B: Glenn Rogers	November '03 and November of '04	Customer satisfaction with RRSA services has been obtained from a survey of Partners	This review will obtain the feedback from the Partners on the services that RRSA has provided.	Need to have a discussion with USAID on timing before the end of the first year and again before the end of the second year.

Task 3: Facilitate the Use of Information for SO16 Related Program Management and Planning by USAID and Partners					
3.1 Provide Communications, Dissemination and Outreach Services to the SO-16 Partners	Bayoumi, P: John Morgan B: Dennis Panther	May to November '04	Types of information and frequency of dissemination to various target groups have been implemented and reviewed on a quarterly basis		
3.2 Develop and maintain a website that will contain SO-16 programs/activities, results and impacts, success stories, publications, the services offered by each of the Partners, contact persons and relevant databases with all the available search features. The website's domain name is: www.usaideconomic.org.eg	IT Staff P: John Morgan B: Glenn Rogers	May to November '04	Website will be operational by October '03 and updated on a monthly basis.	The RRSA Cyber Tool Work Plan was approved by USAID in March '03 and Phase 1: Planning, Design and Implementation of the Public Access level will be completed in October '03. USAID may decide later if they desire an exclusive Partner Access level or Private Access level pending a joint review by both USAID and RRSA of the need for a separate level of access.	Confirmation of the website design features and layout at the time of the relational database presentation in June in order to keep on schedule for the operational launch date of the website in October of 2003.

3.2.1 Establish and maintain a central repository for data requests and dissemination for the Partners of SO-16.	IT Staff P: John Morgan B: Glenn Rogers	June to November '04	Numbers of data requests and databases available on the RRSA Database internally. Following approval of the Partner or Private level of access, some of these databases will be on-line.	Publications will be available by September '03 on the RRSA Database and accessible through an internal search engine.	
3.3 Produce and distribute a bi-monthly newsletter to about 1,000 subscribers who are selected beneficiaries of USAID programs in both the public and private sectors as well as donors, embassies and USAID personnel.	Bayoumi P: John Morgan B: Manal Alfred	May to November '04	First newsletter distributed in September '03 and seven others on a bi-monthly basis.	The formats, contents, and editorial policy of the newsletters will be discussed with USAID. A distribution list will be reviewed with USAID and modified as appropriate.	Feedback from USAID is important on both the content, objectives, and distribution list for this newsletter
3.4 Organize four workshops per year on topics relevant to the findings of the assessments, studies, customer satisfaction reviews, and M&E methodologies appropriate in Egypt.	Mason and RRSA staff Workshop #3 (AERI) P: Anne Williams B: John Morgan Workshop #4 (PMP) P: John Morgan B: Mervat Fikry Workshop #5 Customs P: Rasha Hakim B: John Morgan	Sept./Oct. at time of the Website launch and with the AERI launch in late 2003.	Feedback from the first two workshops indicated a positive response and utility for the Partners in developing their own M&E systems and PMP indicators.	Two workshops on implementing a performance monitoring plan and on the development of PMP indicators have already been held in January and February '03 with all the SO-16 Partners. Two workshops are planned in linking the Partners monitoring and evaluation plans with the new RRSA information technology systems for improving SO-16	Active participation of the USAID Team Leaders and CTOs in future workshops will enhance the utility of the outcomes for USAID's performance reporting and strategic planning of future programs.

				Performance Reporting. Two are planned for the launch of AERI and customs and two more to be decided. (8 in total)	
3.5 Document “best practices” and common issues that warrant further study through in-depth case studies that examine identified issues from the customer satisfaction surveys.	Bayoumi and RRSA Staff P: Tarek Shatta B: Gary Robbins	November '03 to November '04	Case studies of identified business associations or businesses that have benefited from SO-16 project services may be written following the customer satisfaction surveys.	Only when these common issues have been identified will RRSA investigate the utility of writing case studies of how organizations have overcome these constraints using the services from USAID SO-16 projects.	Areas that are most important to USAID strategy should be identified before case studies are written. Gary Robbins will coordinate on the business associations from IR-2
3.6 Strengthen the quality of monitoring and evaluation activities under SO-16	RRSA Staff P: John Morgan B: Amani Selim	May '03 to Nov. '04	Provide uniform reporting formats for the Partners' results data.	Periodic formal and informal meetings will be held that promote coordination and synergies among the SO-16 Partners	USAID will provide the necessary resources for each Partner to develop their own M&E system with adequate staff to obtain the data within a systematic system.

- P: Primary
- B: Backup

ANNEX C – MODIFIED EIGHTEEN MONTH WORK PLAN

Task #	Activity/Subtasks	Timeframe and LOE for Short-term technical assistance	Team Leader, Technical Support & Major Responsibilities	Technical Support & Responsibilities	Technical Skills Required	Task/Report Interrelationships
1.3	Survey of private sector (impact assessment study) 1. Define objectives, purpose 2. Survey design, incl. questionnaires 3. Conduct survey, analyze results 4. Link with overall strategy revision of SO-16 5. Develop process, make revisions 6. Coordinate data sheet completion	3/04 - 06/04 12 days	Lead: Mamadou - Sampling design, and data analysis Heather – Plan, implement and report writing		<ul style="list-style-type: none"> Survey research & design (MSedibe, MYoung, PHopstock, NGaras) Survey sampling (PHopstock, NGaras) 	Subsequent to <ul style="list-style-type: none"> CSR (including linkages prior & subsequent to CIP evaluation & concurrent with other tasks)
1.1	PMP revised as per strategy 1. Link with overall strategy revision of SO-16 2. Develop process, make revisions 3. Coordinate data sheet completion	2/04 - 10/04 30 days	Lead: Martin – Set the timeline, Coordinate the process, develop the indicators with AID SO-16 staff and implementers.	Rawia & Iman – Assist in the processes, data collection, and estimation	<ul style="list-style-type: none"> Macro-economics (HDale, MSidibe, NGaras) Strategic planning Data analysis Planning performance monitoring systems (MMurphy, PHopstock, RMokhter, IEI-Toukhy, NGaras) Writing (HDale, NGaras) Identification of indicators (MMurphy, MSidibe) 	Prior to <ul style="list-style-type: none"> Annual reporting Part of task 2.3 <ul style="list-style-type: none"> Annual Report & reporting functions Concurrent with <ul style="list-style-type: none"> Overall evaluation of activities IT/website Communications
1.4	4. Complete the data sheets for Annual reports of customs reform progress 1. Develop outline and get concurrence	1/04 & 10/04 5 days	Lead: Hank and Martin – Implement direct data and info collection, analysis and report writing	Rawia & Iman – Assist in the planning, data collection, tabulations, organize the text materials.	<ul style="list-style-type: none"> Research methods & statistics and econometrics (MMurphy) Sampling (NGaras) Data analysis (MMurphy, Sidibe, Mokhter, IEI-Toukhy) 	Prior to <ul style="list-style-type: none"> Workshop for developing PMP Concurrent with <ul style="list-style-type: none"> Annual Report indicators (task 3.4)
1.2	2. Second Survey 1. Collection of data and materials 2. Recruitment & visit to training stakeholders, if necessary 3. Survey and write supervision, data input, analysis 4. Draft report writing	5/04 – 11/04 13 days	Lead: Heather – Survey planning, implement, manage, data collection, analysis, report writing. Mamadou – Sampling design, methodology, data analysis.		<ul style="list-style-type: none"> Survey research & design (MSedibe, MYoung, PHopstock, NGaras) Questionnaire (NGaras) Survey sampling (PHopstock, NGaras) Survey management (MSidibe, HDale) 	Concurrent with <ul style="list-style-type: none"> PMP CSR Customs reform Survey Prior to <ul style="list-style-type: none"> Private sector survey Multiplier study
					<ul style="list-style-type: none"> Data analysis (MSidibe, HDale, NGaras, RMokhter, IEI-Toukhy) Writing HDale, NGaras) 	Subsequent to <ul style="list-style-type: none"> CIP evaluation GTG: CSR Follow-up (results by mid-September)

2.1	Annual survey of customs reform	Completed by TAPR Second draft submitted on Dec. 23, 03 & the final report will be submitted on March 25, 04				
2.2	Follow-up survey on customs reform 1. Sampling design and sampling 2. Organize data collection and supervision 3. Data analysis 4. Report writing	6/04-10/04 10 days	Lead: Martin – Oversee design, survey implementation, analysis and preparation of report	Rawia & Iman – Assist in planning, data collection, data entry, tabulation assist in report writing.	<ul style="list-style-type: none"> • Research methods & design (MMurphy, NGaras) • Sampling (PHopstock, NGaras) • Data analysis (MMurphy, RMokhter, IEI-Toukhy) • Writing (MMurphy) 	<u>Prior to</u> <ul style="list-style-type: none"> • Annual Report <u>Concurrent with</u> <ul style="list-style-type: none"> • PMP • CSR • Customs reform reports
2.3 (a)	Economic Fact-Finding Study	3/04– 6/04 31 days	LEAD: Samir Makary / Heba Nassar Coordination: Hank		<ul style="list-style-type: none"> • Research methods & design (RMaushammer, MHenry, SMakary, HNassar,NGaras, MSedibe, MMurphy, MYoung) • Sampling (NGaras) • Data analysis (MMurphy, SMakary, HNassar, MSidibe, RMokhtar, MHenry) • Writing (MMurphy, SMakary, HNassar) 	<u>Prior to</u> <ul style="list-style-type: none"> • Annual Report • CIP evaluation <u>Subsequent to</u> <ul style="list-style-type: none"> • Customs survey • Multiplier study <u>Concurrent with</u> PMP CSR --RRSA database
2.3 (b)	Annual summative impact assessment 1. Determine the scope, approach and dimension of the impact assessment 2. Finalize the	1/04 – 11/04 100 days	LEAD: Martin – Coordination: Hank -- support the designated Team Leader in the design and data analysis. Assure that the preparation of the report is accomplished according to the agreed			

	<p>methodology and instruments for data collection</p> <p>3. Collect data and information from primary and secondary sources</p> <p>4. Data analysis and report writing</p>		schedule			
2.4	<p>CIP assessment</p> <p>1. Survey design, including questionnaires</p> <p>2. Data collection</p> <p>3. Data analysis</p> <p>4. Report writing</p>	Completed Final submitted on Feb. 15, 04	<p>Lead: Bob Maushammer – Lead team; responsible for final report</p> <p>Paul OFarrell– carry out elite interviews, contribute to final report</p> <p>Nadra – Design questionnaires, prepare samples, analyze data, contribute to final report</p>		<ul style="list-style-type: none"> • Research methods & design (RMaushammer, POFarrell, NGaras, PHopstock) • Sampling (PHopstock, NGaras) • Questionnaire design (NGaras, DDavis, JMason) • Data analysis (RMaushammer, POFarrell, NGaras) • Writing (RMaushammer, POFarrell, NGaras) 	<p><u>Prior to</u></p> <ul style="list-style-type: none"> • Annual Report • PMP • Customs survey
2.5	CLDP diagnostic review	Completed Final submitted on July 25, 03				
2.6	CLDP assessment	Completed Final submitted on August 4, 03				

2.7	<p>Multiplier project – Phase II</p> <ol style="list-style-type: none"> 1. Detailed work plan and coordinate the project with the Mission/consultant 2. Arrange staffing and consultants 3. Data collection, complete I-O table matrix of products, by sectors, and geographical areas 4. Develop other data for the model 5. Check factor market and value added data 6. Data Standardization for internal consistency 7. Forecast selected values of the I-O table 8. Finalize Egypt IMPLAN-Sam model 	<p>12/03 - 6/04</p> <p>10 days</p>	<p>Lead: Mamadou– Plan, detailed outlines, hire and coordinate the consultants, direct the data collection, analysis, and report writing.</p> <p>Wilbur Maki : Technical support, review the results, suggest further applications of IMPLAN-SAM</p>	<p>Rawia & Iman – Assist data collection, support consultants work, and assist in writing the report.</p>	<ul style="list-style-type: none"> • Econometrics and statistics (WMaki, MSidibe, TMorsi, MMurphy, RMokhtar, IEI-Toukhy) • Research design (WMaki, MSedibe) • Data analysis (WMaki, TMorsi, MSidibe, RMokhtar, IEI-Toukhy) • Team leadership (MSidibe) • Writing (WMaki, MSidibe) • ??? (ABahloul) 	<p><u>Prior to</u></p> <ul style="list-style-type: none"> • Annual Report • PMP <p><u>Concurrent with</u></p> <ul style="list-style-type: none"> • RRSA database • Communications
2.7Cont.	<ol style="list-style-type: none"> 9. Run the IMPLAN-SAM model 10. Organize and hold seminar for 					

	<p>policy makers</p> <p>11. write the final report</p> <p>12. Run the program and obtain the results</p> <p>13. Analyze the results and write report</p>					
2.8	<p>TA (USAID strategy) effectiveness assessment</p> <ol style="list-style-type: none"> 1. Develop outlines and approaches for assessment 2. Review documents/reports 3. Meet with key institutions 4. Write a report 	<p>2/04 – 4/04</p> <p>7 days</p>	<p>Lead: Heather – Plan, detailed outline, coordinate the collection of info, analysis and report writing</p>	<p>Rawia & Iman – Assist in information collection, tabulation of information, and assist in report writing</p>	<ul style="list-style-type: none"> • Research methods & design (RMaushammer, MSedibe, MMurphy) • Questionnaire construction (MYoung, NGaras) • Interviewing (HDale, MMurphy) • Data analysis MMurphy, MSidibe, HDale RMokhter, IEI-Toukhy) • Policy analysis (Hdale) • Writing (MMurphy, HDale, MSidibe) 	<p><u>Prior to</u></p> <ul style="list-style-type: none"> • Annual Report
2.9	<p>SO-16 Cost effectiveness for M&E</p> <ol style="list-style-type: none"> 1. Detailed outline on approaches and methods 2. Collect data on project costs and M&E share, M&E functions 3. Determine the impact of M&E for each activity in quantifiable manner 4. Write an assessment report 	<p>1/04 – 10/04</p> <p>28 days</p>	<p>Lead: Mamadou – Design of the study, methodology, direct the data collection, analysis and report writing</p>	<p>Rawia & Iman – Assist in the process, data collection, data entry, and assist in report writing.</p>	<ul style="list-style-type: none"> • Research methods & design (RMaushammer, MSidibe, NGaras) • Questionnaire construction (NGaras, DDavis) • Interviewing (HDale, MMurphy, MSidibe) • Data analysis (MSidibe, MMurphy, RMokhter, IEI-Toukhy) • Budget and statistical analysis (MSidibe, MMurphy, RMokhter, IEI-Toukhy) • Writing capability (MMurphy, MSidibe, HDale) 	<p><u>Concurrent with</u></p> <ul style="list-style-type: none"> • Evaluation needs assessment • Evaluation systems planning • All evaluation studies • Dissemination

2.10	Partner survey on RRSA effectiveness <ol style="list-style-type: none"> Design of the survey and questionnaire Collect data from partners and USAID Write an assessment report 	4/04 – 6/04	Coordination: Hank Design of methodology responsibility of evaluators USAID-selected Evaluators		<ul style="list-style-type: none"> Research methods & design Evaluation Interviewing Data analysis Writing 	<u>Prior to</u> <ul style="list-style-type: none"> Annual Report
2.11	Mid-Term Evaluation of ATR	1/04 – 2/04 Completed Final submitted Feb. 26, 04	Lead: Paul O’Farrell with Heather		<ul style="list-style-type: none"> Macro-economics (POFarrell) Evaluation (OFarrell, Thomas, AMahboub) Data analysis (OFarrell, Thomas, AMahboub) Interviewing (OFarrell, Thomas, AMahboub) Writing (OFarrell, Thomas) Team leadership (OFarrell) 	<u>Prior to</u> <ul style="list-style-type: none"> Annual Report Socio-economic impact assessment
2.12	Final Evaluation of CTA	4/04 – 9/04 60 days	Lead: Bob Maushammer		<ul style="list-style-type: none"> Macro-economics (R Maushammer) Evaluation (R Maushammer, others TBD) Data analysis (R Maushammer) Interviewing (R Maushammer) Writing (R Maushammer) Team leadership (R Maushammer) 	<u>Prior to</u> <ul style="list-style-type: none"> Annual Report
3.1	Partner outreach services <ol style="list-style-type: none"> Design the scope and techniques Identify target groups and their information needs 	5/04-11/04	Lead: Dalia – Plan, detailed strategies, implement the service plan, and write report		<ul style="list-style-type: none"> Communications & information management (DBayoumi) Needs assessment Outreach (DBayoumi) Writing (DBayoumi) 	<u>Concurrent with</u> <ul style="list-style-type: none"> Website Database Communications Newsletter

	2. Effect appropriate changes based on the feedback 3. Conduct an annual evaluation of the usefulness of the website.		website, and write a quarterly progress report		<ul style="list-style-type: none"> • Evaluation (DBayoumi) • Writing (DBayoumi) 	including workshops <ul style="list-style-type: none"> • Database • Communications
3.3	Bi-monthly newsletter <ol style="list-style-type: none"> 1. Design a plan and contents for each news letter in advance 2. Collect the relevant material and coordinate with contributors 3. Coordinate with printer 4. Arrange the distribution 5. Conduct an evaluation of readership 	On-going	Lead: Dalia - Advance planning for each issue, determine the topics, assign tasks, follow-up the deliverables, review, coordinate final edit, printing, distribution; annual evaluation and write a report.	Team leaders, support staff - as identified in the plan. Support the activity by adhering to timeline.	<ul style="list-style-type: none"> • Communications • Publications planning & design • Data review • Writing • User analysis 	<u>Concurrent with</u> <ul style="list-style-type: none"> • Annual Report • Partner outreach • All technical studies • All TA including workshops • Website • Database
3.4	Organize four workshops <ol style="list-style-type: none"> 1. Identify and specify the theme for workshop 2. Organize the logistics for the workshops 3. Conduct the workshop 4. Write reports 	3/04 and 6/04 20 days	Lead: Hank – Identify themes, detailed planning, schedule and organize workshops. i.e. <ol style="list-style-type: none"> 1. Multiplier Study 2. PMP Indicators 	Team leaders and support staff - as appropriate.	<ul style="list-style-type: none"> • Planning & Technical design (NGaras, MSidibe, HDale) • Training (DBayoumi, other staff, as needed) • Logistics planning (Lgomaa) 	<u>Concurrent with</u> <ul style="list-style-type: none"> • PMP • Evaluation systems planning • Best practices • Website orientation • Employment Multiplier

3.5	<p>Identify and examine best practice issues</p> <ol style="list-style-type: none"> 1. Identify the cases of best practice for emulation. 2. Write stories on those events 3. Develop appropriate means for dissemination 4. Write summary reports 	<p>On-going</p> <p>11 days</p>	<p>Lead: Dalia – Detailed guidelines and strategies for identification of best practices and stories, means of dissemination, write reports with illustrations.</p>	<p>Team leaders identify incidences and assist as needed.</p>	<ul style="list-style-type: none"> • Communications (DBayoumi) • Publications planning & design (DBayoumi) • Data review (DBayoumi, MMurphy, MSidibe, HDale) • Writing (DBayoumi) 	<p><u>Concurrent with</u></p> <ul style="list-style-type: none"> • Annual Report • Partner outreach • Newsletter • Workshops
3.6	<p>Evaluation Systems Planning Strengthen M&E activities</p> <ol style="list-style-type: none"> 1. Work with Partners in identifying specific evaluation needs 2. Assist Partners in planning evaluations, including advice on methodological framework and research design 3. Plan for and schedule evaluation assessments, as required or needed 	<p>On-going</p> <p>10 days</p>	<p>Lead: Mamadou – Identify specific evaluation needs; with Partners develop M&E plan; Martin and Heather – support work with relevant Partners</p>	<p>Team Leaders and technical staff – Rawia, Iman -- Work with Partners under supervision of Mamadou in defining evaluation issues, research design, sampling matters</p>	<ul style="list-style-type: none"> • Evaluation planning (MSidibe, JMason, NGaras) • Needs assessment (MSidibe, JMason, MMurphy) • Evaluation methods (MSidibe, JMason) • Training/ facilitation (JMason, HDale,) 	<p><u>Concurrent with</u></p> <ul style="list-style-type: none"> • All evaluation studies • Partner outreach • PMP • Workshops
3.6 Cont'd						
3.7 and 1.1	<p>Activity Monitoring & Reporting Strengthening</p>	<p>2/04 -11/04</p> <p>11 days</p>	<p>Lead: Martin Develop work plan, for assisting Partners in</p>	<p>Rawia, Iman—Work with Partners under supervision of Murphy in providing</p>	<ul style="list-style-type: none"> • Identification of indicators (JMason, NGaras, MSidibe) • Statistics (MSidibe, MMurphy, 	<p><u>Concurrent with</u></p> <ul style="list-style-type: none"> • Annual Report • PMP (performance

	Performance Management <ol style="list-style-type: none"> 1. Confirm with Partners indicators used in performance reporting 2. Identify any new indicators 3. Review data sources 4. Determine reporting methods, schedule 		performance management, identification of indicators, developing data sets and reporting mechanisms; coordinate visits and collection of information Mamadou and Heather —support monitoring and reporting activity with relevant Partners	tests of indicators, identifying data sources, providing reporting formats	RMokhtar, IEI-Toukhy) <ul style="list-style-type: none"> • Data analysis (RMokhtar, IEI-Toukhy) • Macro-economics (MMurphy, MSidibe) • Training/ • Facilitation (DBayoumi, others as needed) 	reporting) <ul style="list-style-type: none"> • Evaluation systems planning • Reporting liaison • Management
3.8	USAID Reporting Liaison -- Management Level RRSA Internal Management & Quality Assurance	On-going 10 days*	Lead: Hank Liaison with SO 16 management		<ul style="list-style-type: none"> • Management & coordination (HSchumacher) • (including Speaking, Writing, Listening) 	<u>Concurrent with</u> <ul style="list-style-type: none"> • Annual Report • PMP (performance reporting) • Evaluation systems planning • Reporting liaison • Management
3.9	USAID Reporting Liaison	On-going 8 days*	Lead: Hank IR 1: Heather IR 2: Mamadou IR 3: Murphy		<ul style="list-style-type: none"> • Management & coordination (HSchumacher) • (Including Speaking, Writing • Listening) 	<u>Concurrent with</u> <ul style="list-style-type: none"> • Annual Report • PMP (performance reporting) • Evaluation systems planning • Reporting liaison • Management
3.10	Economic/Statistical Review of Data and Reports	On-going 5days*	Lead: Martin	Rawia, Iman —provide data searches, preliminary analyses, as needed	<ul style="list-style-type: none"> • Economics (MSidibe, MMurphy, RMokhtar, IEI-Toukhy) • Statistics (MSidibe, MMurphy, RMokhtar, IEI-Toukhy) 	<u>Concurrent with</u> <ul style="list-style-type: none"> • Annual reporting • PMP • all evaluation and other technical

					<ul style="list-style-type: none"> • Data collection (MSidibe, MMurphy, RMokhtar, IEI-Toukhy) • Data analysis (MSidibe, MMurphy, RMokhtar, IEI-Toukhy) 	studies • Database
3.11	Headquarters Technical Support: Product Design and Review	On-going 50 days*	Lead: John	Includes a pool of senior economists for both product design and review of all deliverables. Quality assurance for all reports and design of scopes of work and survey instruments	<ul style="list-style-type: none"> • Preparation of SOWs, • Review of reports and products (MHenry, PO'Farrell, RMaushammer) • Management & coordination (JMason) • Recruitment (JMason) • Research design (Myoung, Ngaras) • Sampling (PHopstock) • Data analysis (Ngaras) • Writing/editing Ngaras, JMason, MYoung 	<u>Concurrent with</u> • All tasks and technical assistance

* These days are additional to availability in current budget (73 days)

Notes:

1. Each designated Lead person for each task is responsible for the activity identified, from the planning to final submission of the report. Comments on brief responsibilities defined and/or on technical staff assigned are welcome.
2. Each lead person is required to develop a detailed work plan with timeframe for each sub-task, the support staff responsible and the level of effort of each person (in terms of number of days)
3. All draft report and final report preparations will be coordinated and prepared by Lobna according to a schedule in order to assure quality control before final approval by Hank and delivery to USAID.

ANNEX D – ONE YEAR EXTENSION WORK PLAN

FINAL

EXTENSION PERIOD WORK PLAN

For

USAID/EGYPT ECONOMIC GROWTH STRATEGY

November 19, 2004 through September 30, 2005

SO 16 RESULTS REPORTING SUPPORT ACTIVITY

(MOBIS Contract No. GS-10F-0185K, Task Order No. 263-M-00-03-00006-00)

Prepared by

DEVELOPMENT ASSOCIATES, INC.

Cairo, Egypt

RESULTS REPORTING SUPPORT ACTIVITY
Extension Period Work Plan
November 19, 2004 to September 30, 2005

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments /Additional Information	USAID Action
Task 1: Monitoring and Reporting					
1.1 Conduct "Customer Satisfaction Surveys" to measure the performance of USAID funded activities. AERI Project is the target for this year's CSR.	Mamadou, Heather Gary Robbins	March - August	Surveys completed and report submitted	Methodologies to measure the performance of SO-16 activities using baseline survey data and stakeholders must be agreed upon before surveys are designed	USAID must identify the specific sectors and stakeholders for each survey at least six months before final report date.
1.2 Design and conduct an Assessment of the impact of Customs and Trade Reforms in Egypt	Heather with support from Home Office Staff and consultants Mark Gellerson, Ali Kamel	June - August	Survey completed and report submitted	Identification of the sampling frame and agreement with both USAID and Partners on methodology of the surveys must be agreed upon. Key indicators for tracking must be agreed upon before the design.	USAID must provide RRSA with a clear SOW with the key indicators that will be tracked as well as the sampling frame.
Task 2: Evaluations and Assessments Related to Economic Growth "Survey & Assessment Level"					

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments /Additional Information	USAID Action
2.1 <ul style="list-style-type: none"> - Assess the capacity and performance of activity level M&E functions for new SO16 activities - Conduct data quality assessments for PMP indicators - Develop a tracking system for SO16 in meeting State and USAID selected performance measures 	Mamadou, Heather, Home Office Staff and consultants Amani Selim, Seba Auda,	May – Aug.	Assessment reports submitted		
2.2 Conduct evaluations of selected major activities: ECES	Mamadou, Rawia, Home Office Staff and consultants Mark Gellerson, Iman El Shayeb	Jan. – June	Impact evaluation reports submitted	ECES evaluation planned based on revised SOW.	USAID must provide RRSA with an approval of the revised SOW and consultants.
2.3 Conduct studies on cross-cutting issues relevant to multiple contractors and grantees on the following: <ul style="list-style-type: none"> - Insurance Sector - CIP 	Heather and Consultants Mark Gellerson Ali Kamel Bob Van Horn	March – July	Studies completed and report submitted	Cross-cutting issues must be clearly identified and purpose of the study agreed upon	USAID must provide RRSA with a SOW at least two months prior to each study.
Task 3: Facilitate Use of Information to Better Achieve Program Results					

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments /Additional Information	USAID Action
3.1 Provide communications, dissemination and outreach services by maintaining the Economic Growth website	Ashraf and IT team, Arwa, Rawia, Iman John Morgan	Nov- September	Economic Growth website maintained	Partners must provide data in a timely manner	USAID must approve reports in a timely manner
3.1.1 Create a sub-domain for each activity in SO-16 on the Economic Growth website	Ashraf and IT team John Morgan	Nov.- September	Sub-domains maintained	Partners must provide data in a timely manner	USAID must approve reports in a timely manner
3.2 Establish and maintain a central repository for data requests and dissemination on the Economic Growth website	Ashraf and IT team, Iman John Morgan	Nov. – September	Datasets are available on the website	GOE agencies must maintain their databases and provide data in a timely manner	USAID must provide RRSA with data requests with sufficient lead time.
3.3 Produce and distribute a bimonthly newsletter to 1000 subscribers and other public information publications	Communications Coordinator – Jeson Ingraham Mervat Fikry Manal Alfred	Jan., Mar. May, July, September	Five EgLink Newsletters produced	Partners continue to cooperate with RRSA in providing data and success stories	USAID provides feedback on content
3.4 Organize and facilitate up to six workshops per year	Nader, Rosette, Rawia, Iman and Home Office staff Mark Gellerson Mervat Fikry	Dec. – August	Workshops completed with report submitted	Sufficient lead time is needed to obtain consultants and prepare materials for target groups	USAID provides approvals for workshops in a timely manner

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments /Additional Information	USAID Action
3.5 Translate Laws, Decrees and Regulations as requested by the CTO	Nader and Rosette Ali Kamel Mervat Fikry	Nov. – September	English translation provided to USAID	RRSA will contract out the translations	Clear documents in Arabic provided in timely manner
3.6 Handle the logistics and other technical requirements for the annual economic conference that USAID/EG supports which is organized by Cairo University/CEFRS	Nader, Rosette, Rawia and Iman Joe Ryan Ali Kamel	Jan. – June	Conference implemented	Sufficient lead time needed to organize conference and agreement with USAID and CEFRS on number of papers, roundtables, and budget.	Conference Agenda and location finalized in sufficient lead time. Keynote Speaker identified and call for papers expedited with CEFRS at least six months in advance
3.7 Special Reports such as: - Ministry of Finance Economic Quarterly Reports for December, March and June - Business Competitiveness Report	Heather Dale Jeson Ingraham Ali Kamel Mervat Fikry	December-June	Three issues of the MOF produced and published and one issue of the Business Competitiveness report produced and issued	Sufficient time is needed to obtain data and analysis before each quarterly issue	Confirmation with the MOF on report content and analysis for each issue
3.8 Technical Support to: - Business Competitiveness Group - Ministry of Justice	Consultant Ali Kamel FM	 June	Technical Support completed and report submitted		USAID provides SOW and approvals for technical assistance required in a timely manner

ANNEX E – THREE MONTH NON-COST EXTENSION WORK PLAN

Final

EXTENSION PERIOD WORK PLAN

For

USAID/EGYPT ECONOMIC GROWTH STRATEGY

October 1, 2005 through December 31, 2005

SO 16 RESULTS REPORTING SUPPORT ACTIVITY

(MOBIS Contract No. GS-10F-0185K, Task Order No. 263-M-00-03-00006-00)

Prepared by

DEVELOPMENT ASSOCIATES, INC.

Cairo, Egypt

RESULTS REPORTING SUPPORT ACTIVITY
Extension Period Work Plan
October 1, 2005 to December 31, 2005

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments /Additional Information	USAID Action
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Task 3: Facilitate Use of Information to Better Achieve Program Results					
3.1 Provide communication, dissemination and outreach services by maintaining the Economic Growth website	Ashraf El Sanadili/Ismail Zidan/Arwa Morsy/Lobna Gomaa Mervat Fikry	Oct. – Dec.	Economic Growth website maintained	Partners must provide data in a timely manner. This is contingent on USAID's timely approval of reports.	Timely approval of reports
3.1.1 Create a sub-domain for each activity in SO-16 on the Economic Growth website upon USAID/Partners' request	Ashraf El Sanadili/Ismail Zidan Mervat Fikry	Oct. – Dec.	Sub-domains maintained	Partners must provide data in a timely manner.	Timely approval of reports
3.2 Establish and maintain a central repository for data requests and dissemination on the Economic Growth website	Ashraf El Sanadili/Ismail Zidan/Arwa Morsy/Lobna Gomaa Mervat Fikry	Oct. – Dec.	Datasets are available on the website	This is contingent on GOE agencies maintaining their databases and providing data in a timely manner	Send to RRSA the data requests with sufficient lead time.

RESULTS REPORTING SUPPORT ACTIVITY
Extension Period Work Plan
October 1, 2005 to December 31, 2005

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments /Additional Information	USAID Action
3.2.1 Transfer of the Website	Ashraf El Sanadili/Ismail Zidan /Nader Samih Mervat Fikry, Ali Kamel	Oct. – Dec.	Website transferred.		Inform RRSA of location/agency to which the website will be transferred.
3.3 Produce and distribute a bimonthly newsletter to 1000 subscribers and other public information publications	Jeson Ingraham/ Nader Samih Mervat Fikry Manal Alfred	Oct.	One EgLink Newsletter produced	Partners continue to cooperate with RRSA in providing data and success stories	Provide feedback on content
3.5 Translate laws, decrees and regulations as requested by the CTO	Nader Samih, Rosette Keriakos Ali Kamel Mervat Fikry	Oct. – Dec.	Arabic/English translation provided to USAID	RRSA will contract out the translations	Approve translated documents

RESULTS REPORTING SUPPORT ACTIVITY
Extension Period Work Plan
October 1, 2005 to December 31, 2005

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments /Additional Information	USAID Action
3.6 Print the 2005 CEFRS Conference Proceedings	Nader Samih, Rosette Keriakos Ali Kamel Mervat Fikry	Oct. – Dec.	Publication of conference proceedings	<ul style="list-style-type: none"> ○ This will be conducted in collaboration with Dr. Heba Nassar and Dr. Ahmed Ghoneim who will be responsible for editing this volume. ○ RRSA will be responsible for formatting the volume. This is contingent on receipt of final edited papers in a timely manner. 	Approve design of the cover and edited version of book
3.7 Special reports such as: a) Ministry of Finance Economic Quarterly Reports for October b) New Customs Law Book	Nader Samih, Consultant Ali Kamel Mervat Fikry	Oct.	a) One issue of the MOF produced and published b) Edited and printed Customs Law Book	Sufficient time is needed to obtain data and analysis before the quarterly issue.	a) Confirmation with the MOF on report content and analysis for October issue b) Approval of cover design and English/Arabic text of new law

RESULTS REPORTING SUPPORT ACTIVITY
Extension Period Work Plan
October 1, 2005 to December 31, 2005

Deliverable or Activity/Tasks	RRSA & USAID Staff Responsible	Time Frame	Performance Indicators for RRSA Team	Comments /Additional Information	USAID Action
<p>3.8</p> <p>a) Technical Assistance to ENCC</p> <p>b) Concluding of the TA for Ministry of Justice and Ministry of Investment (TA, creation and implementation of manuals, administration procedures, as well as, training on the QuickBooks Pro software</p>	<p>Nader Samih, Consultant</p> <p>Ali Kamel Mervat Fikry FM</p>	<p>Oct. - Dec.</p>	<p>a) Technical support completed and report submitted</p> <p>b) Provision of TA and training completed</p>	<p>a) Depending on USAID's final decision to start the process</p> <p>b) In process</p>	<p>a) Provide SOW and approvals for technical assistance in a timely manner</p> <p>b) Approve manuals.</p>
<p>Close out plan for the project and closing the project</p>	<p>Nader Samih Rosette Keriakos</p> <p>Mervat Fikry Ali Kamel</p>	<p>Oct. – Dec.</p>	<p>Close out plan completed, reports and all project properties submitted</p>		<p>Approve close out plan and all necessary procedures</p>

LIST OF EQUIPMENT AS OF December 20, 2005

Company Name: Development Associates, Inc.
 Project Name: Results Reporting Support Activity
 Country: Egypt
 Address: 20 Aisha El Taimoreya Street, Garden City, 1st floor, Suite 2
 Inventory count as of: December 20, 2005

PROJECT NUMBER: 263-M-00-03-00006-00
 Date of this revision: December 12, 2005

Item	Brand	Serial Nr.	Purchase date	Price	USAID Logo	Local/U.S. Purchase	Condition	Location	User	Custody	Checked
Laptop Toshiba Satellite 6100	Toshiba.	X 2146270PU	20-Nov-02	\$3,271.61	Yes	U.S. Purchase	Operating	RRSA Office	A. Sanadili	A. Sanadili	
Laptop Toshiba Satellite 6100	Toshiba.	72089757 P	20-Nov-02	\$3,271.61	Yes	U.S. Purchase	Working	I. Zidan	I. Zidan	I. Zidan	
Laptop Toshiba Satellite 6100	Toshiba.	72089770 P	20-Nov-02	\$3,271.61	Yes	U.S. Purchase	Operating	A. Sanadili	A. Sanadili	A. Sanadili	
Laptop Toshiba Satellite 6100	Toshiba.	72089789 P	20-Nov-02	\$3,271.61	Yes	U.S. Purchase	Operating	A. Sanadili	A. Sanadili	A. Sanadili	
Laptop Toshiba Satellite 6100	Toshiba.	72035106 P	20-Nov-02	\$3,271.61	Yes	U.S. Purchase	Operating	A. Sanadili	A. Sanadili	A. Sanadili	
HP Laser Jet Printer HP 2200	HP.	8121-0516	10-Dec-02	\$732.68	Yes	Local	Operating	RRSA Office	L. Gomaa		
Photocopier/Printer - Xerox Pro.428	Xerox.	3511003643	12-Mar-03	\$7,282.76	Yes	Local	Operating	RRSA Office	RRSA Staff		
Fax Machine - Xerox Workcentre 390.	Xerox.	34566 13 98 4	12-Mar-03	\$689.66	Yes	Local	Operating	RRSA Office	RRSA Staff		
Dell Technical Workstation	Dell.	MX-08152-47605-32B-DAJU	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA TDY office	TDY		
Dell Technical Workstation	Dell.	MX-08152-47605-32A-DA2U	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA Office	M. Sidibe		
Dell Technical Workstation	Dell.	MX-08152-47605-32A-DA2L	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA Monitors office	TDY		
Dell Technical Workstation	Dell.	MX-08152-47605-32A-DAB7	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA Office	L. Gomaa		
Dell Administrative Workstation	Dell.	MX-08152-47605-32A-DAB4	Feb.03	\$1,185.00	Yes	U.S. Purchase	Operating	RRSA Office	A. Morsi		

Results Reporting Support Activity

Nader Samih - Acting COP

TAPR H
 Stephen Farkas - Acting COP

USAID
 Mervat Fikry - RRSA CTO
 Witness

LIST OF EQUIPMENT AS OF December 20, 2005

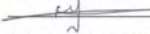
Company Name: Development Associates, Inc.
 Project Name: Results Reporting Support Activity
 Country: Egypt
 Address: 20 Aisha El Taimoreya Street, Garden City, 1st floor, Suite 2
 Inventory count as of: December 20, 2005

PROJECT NUMBER: 263-M-00-03-00006-00

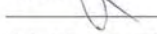
Date of this revision: December 12, 2005

Item	Brand	Serial Nr.	Purchase date	Price	USAID Logo	Local/U.S. Purchase	Condition	Location	User	Custody	Checked
Dell Administrative Workstation	Dell	MX-08152-47605-323-DAYG	Feb.03	\$1,185.00	Yes	U.S. Purchase	Operating	RRSA Monitors office	TDY		
Dell Administrative Workstation	Dell	MX-08152-47605-32A-DA2M	Feb.03	\$1,185.00	Yes	U.S. Purchase	Operating	RRSA Office	R. Mokhtar		
Dell Technical Workstation	Dell	MX-08152-47605-32B-DAYB	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA Office	I. Toukhy		
Dell Administrative Workstation	Dell	MX-08152-47605-32B-DAK3	Feb.03	\$1,185.00	Yes	U.S. Purchase	Operating	RRSA Office	J. Ingraham		
Dell Technical Workstation	Dell	MX-08152-47605-32A-DAB1	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA Office	H. Dale		
Dell Technical Workstation	Dell	MX-08152-47605-32A-DA30	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA IT Office	TDY		
Dell Administrative Workstation	Dell	MX-08152-47605-32A-DA2V	Feb.03	\$1,185.00	Yes	U.S. Purchase	Operating	RRSA Office	N. Samih		
Dell Back-up Server & Webmaster Workstations with extra monitor 19" CRT	Dell	MX-08152-47605-323-D5JQ	Feb.03	\$2,521.00	Yes	U.S. Purchase	Operating	RRSA Office	I. Zidan		
Dell Back-up Server & Webmaster Workstations with extra monitor 19" CRT	Dell	MX-08152-47605-32H-DKBA	Feb.03	\$2,521.00	Yes	U.S. Purchase	Operating	RRSA Office	A. Sanadili		
Dell Technical Workstation	Dell	MX-08152-47605-32H-DAB6	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA Project Coordinator Office	TDY		
Dell Network Server without Operating System with extra monitor 17" flat panel screen	Dell	MY-08G157-47603-31U-BNVF	Feb.03	\$4,352.00	Yes	U.S. Purchase	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
Dell Technical Workstation	Dell	MX-08152-47605-32A-DA2N	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA Office	H. Ghazouly		

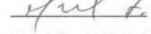
Results Reporting Support Activity


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 Mervat Fikry - RRSA CTO
 Witness

LIST OF EQUIPMENT AS OF December 20, 2005

Company Name: Development Associates, Inc.
 Project Name: Results Reporting Support Activity
 Country: Egypt
 Address: 20 Aisha El Taimoreya Street, Garden City, 1st floor, Suite 2
 Inventory count as of: December 20, 2005

PROJECT NUMBER: 263-M-00-03-00006-00
 Date of this revision: December 12, 2005

Item	Brand	Serial Nr.	Purchase date	Price	USAID Logo	Local/U.S. Purchase	Condition	Location	User	Custody	Checked
Dell Administrative Workstation	Dell	MX-08152-47605-32H-DKB7	Feb.03	\$1,185.00	Yes	U.S. Purchase	Operating	RRSA Server Room	TDY	A. Sanadili	
Dell Technical Workstation	Dell	MX-08152-47605-32B-DAYK	Feb.03	\$1,332.00	Yes	U.S. Purchase	Operating	RRSA Office	R. Keriakos		
APC 2200VA XL 208V Smart-UPS (Servers Only) (Dell)	APC	WS 0250151150	Feb.03	\$990.00	Yes	U.S. Purchase	Not Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
APC 2200VA XL 208V Smart-UPS (Servers Only) (Dell)	APC	WS 0303150778	Feb.03	\$990.00	Yes	U.S. Purchase	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
24 Port 10/100Mbps Ethernet Switch (Dell)	Dell	0030AB219E50	Feb.03	\$603.00	Yes	U.S. Purchase	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
24 Port 10/100Mbps w/2 Up-Link Ports 1000Mbps Ethernet Switch (Dell)	Dell	0030AB219DFF	Feb.03	\$603.00	Yes	U.S. Purchase	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
APC Back UPSs CC500VA 230V (QTY16 UPS)	APC	BB0231019840/616/792/280/838/839/310/842/862/261/808/334/305/346/336/821	10-Apr-03	\$1,437.29	Yes	Local	2 UPS 500 VA - Burned	RRSA Office	RRSA Staff		
HP Laser jet 5100 TN Series Printer	HP	8120-6811	23-Apr-03	\$2,106.78	Yes	Local	Operating	RRSA Office	R. Keriakos		
HP Laptop Omni book XE 4400	HP	Tw 30804318	31-Mar-03	free of charge	Yes	Local	Operating	RRSA Server Room	TDY	N. Samih	
APC Smart UPS 2200VA/1600W, 230V.	APC	YS0241210507	18-Sep-03	\$836.07	Yes	Local	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	

* 1 UPS not working and available at the premises

** 2 UPS 500 VA burned and thrown with a value of \$89.83 each

*** This Laptop has been given free of charge based on purchase order of software licences

Results Reporting Support Activity

Nader Samih - Acting COP

TAPR II

Stephen Farkas - Acting COP

USAID

Mervat Fikry - RRSA CTO
 Witness

LIST OF EQUIPMENT AS OF December 20, 2005

Company Name: Development Associates, Inc.
 Project Name: Results Reporting Support Activity
 Country: Egypt
 Address: 20 Aisha El Taimareya Street, Garden City, 1st floor, Suite 2
 Inventory count as of: December 20, 2005

PROJECT NUMBER: 263-M-00-03-00006-00

Date of this revision: December 12, 2005

Item	Brand	Serial Nr.	Purchase date	Price	USAID Logo	Local/U.S. Purchase	Condition	Location	User	Custody	Checked
Microsoft Small Business Server 2000 English,CD DVD Encryptio coded Software W/5 Client. License	Microsoft.	License No. 16185478	31-Mar-03	\$1,237.07	No	Local	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
3 Microsoft Small Business Server 2000 English,CD DVD Encryptio coded Software W/15 Client. License	Microsoft.	Same as above.	31-Mar-03	\$1,022.59	No	Local	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
20 Windows XP Pro English OEM(arabic enable) W/20 LICENSE	Microsoft.	License No. 16127101	31-Mar-03	\$2,862.07	No	Local	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
Project 2002 windows 32 English OLP NL w/1 project CAL	Microsoft.	License No. 16185478	31-Mar-03	\$491.38	No	Local	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
3 Media Kit	Microsoft.	License No. 16185478	31-Mar-03	\$75.23	No	Local	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
V Studio . Net Pro 2002 WIN 32 English OLP NI	Microsoft.	License No. 16185478	31-Mar-03	\$553.45	No	Local	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
20 Office XP Pro Win 32 Arabic OLP NL	Microsoft.	License No. 16127101.	31-Mar-03	\$9,637.93	No	Local	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
HP Scan Jet 7400 C Scanner	HP	CN2CRS0040	23-Apr-03	\$443.22	Yes	Local	Operating	RRSA IT Office	H. Ghazouly		
Printer Canon K10190 for Laptop	Canon	XADP 7332	20-Nov-02	\$293.70	Yes	U.S. Purchase	Operating	RRSA Server Room	A. Sanadili	A. Sanadili	
*** Inject Xerox CR	Xerox	4500854407	3-Dec-03	free of charge	No	Local	Operating	COP Office	COP	A. Sanadili	
Norton Antivirus open licence version 8	Microsoft.		31-Dec-03		No	U.S. Purchase	Operating	Server	A. Sanadili	A. Sanadili	
HP coloured inkjet 6127	HP	00306E2EAC3E	3-Feb-03	\$231.82	Yes	Local	Operating	Server	A. Sanadili	A. Sanadili	

**** This printer has been given free of charge based on purchase of photocopier/printer

Results Reporting Support Activity

Nader Samih - Acting COP

TAPR II

Stephen Farkas - Acting COP

USAID

Mervat Fikry - RRSA CTO
 Witness

ANNEX G – RRSA PRODUCTS DELIVERY LETTER



December 26, 2005

Mervat Fikry
RRSA CTO
USAID – Egypt

Subject: RRSA Products (Part of the closing of the project)
MOBIS Contract # GS-10F-0185K
Task Order # 263-M-00-03-00006-00

Dear Mervat,

We are pleased to deliver the hard copies of RRSA products through the lifetime of the project (November 2002 – December 31st, 2005) as attached approved list.

These products are packed in 13 boxes with a list of the content taped on and inside each box.

Sincerely,

Nader Samih
A/COP



Signature:

Received the 13 boxes of hard copy publications.
Mervat Fikry, RRSA CTO, USAID/Egypt

ANNEX H – HARD COPIES OF STUDIES AND REPORTS DELIVERY LETTER



December 15, 2005

Mervat Fikry
RRSA CTO
USAID – Egypt

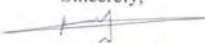
Subject: Hard copies of studies and reports delivery (Part of the closing of the project)
MOBIS Contract # GS-10F-0185K
Task Order # 263-M-00-03-00006-00

Dear Mervat,

We are pleased to deliver the studies and reports received from USAID at the beginning of the project which includes the following: CIPE, GTN, CEFRS, DT2, ECES, GTG /PWC, GTG/SRI, GTG Newsletter, DATA, DSP I & II, TIPRE/SIPRE, DSPU, PASA, ATR, Privatization, HEIA, ALEB, Expo Link, APRP, Am Cham, CBS, ATUT, Ag Reform, Ag Link, CMD, SEBDOs, ICT, USAID, JETRO & JODC, European Union, World Bank, UNIDO, UNDP, Laws, Central Bank of Egypt, Misr Bank, International Monetary Fund, National Bank of Egypt, CAPMAS, General reports and other publications collected during the lifetime of the project which is related to RRSA tasks. Attached please find two hard copies of the list of publications for your reference.

The contents of the above mentioned list of publications are packed in 14 boxes with a list of the content taped on and inside each box.

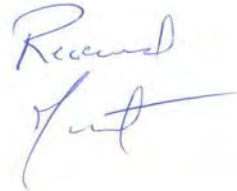
Sincerely,


Nader Samih
A/COP

Signature: _____

Received the 14 boxes of hard copy publications.
Mervat Fikry, RRSA CTO, USAID/Egypt



Received


DEVELOPMENT ASSOCIATES INC. - RESULTS REPORTING SUPPORT ACTIVITY
20 Aisha El Taimoreya St., 1st floor, Suite 2, Garden City, Cairo, Egypt
Tel: (202) 792-5466/77 - Fax: (202) 792-5488
Website: <http://www.usaideconomic.org.eg>

ANNEX I – SUPPORTING E-MAIL FOR CLOSE OUT PLAN

From: Fikry, Mervat (Cairo/PPS/POL) [mailto:mfikry@usaid.gov]
Sent: Sunday, November 20, 2005 9:29 AM
To: Nader samih
Cc: Kamel, Ali (Cairo/PPS/POL); Gellerson, Mark (CAIRO/PPS/POL); Peter B. Davis; John Mason; Nadra Garas
Subject: RE: RRSA close out plan - Technical deliverables & inventory.

Nader;

I have reviewed all the deliverables listed, they are ok, please proceed with the project's close out plan. Thanks

Mervat Fikry Sidra
Economic Specialist
USAID/PPS/POL
El Laselki Street, Plot 1/A
New Maadi
N(202) 522-6690
Fax: (202) 516-4589

-----Original Message-----

From: Nader samih [mailto:nsamih@da-rrsa.org]
Sent: Wednesday, November 16, 2005 11:24 AM
To: Fikry, Mervat (Cairo/PPS/POL)
Cc: Kamel, Ali (Cairo/PPS/POL); Gellerson, Mark (CAIRO/PPS/POL); Peter B. Davis; John Mason; Nadra Garas
Subject: RRSA close out plan - Technical deliverables & inventory.

Dear Mervat,

Based on our conversation regarding RRSA's close out plan (technical deliverables and inventory), please find hereunder the deliverables &/ actions which RRSA will take as agreed:

1. RRSA deliverables (reports, studies and EG Link Newsletter) since November 2002 up to December 2005 will be delivered in one soft copy and two hard copies each (attached is the list of RRSA products).
2. RRSA will deliver the studies and reports received from USAID at the beginning of the project which includes the following (attached the list of detailed publications which consist of 45 spread sheets): CIPE, GTN, CEFRS, DT2, ECES, GTG /PWC, GTG/SRI, GTG Newsletter, DATA, DSP I &II, TIPRE/SIPRE, DSPU, PASA, ATR, Privatization, HEIA, ALEB, Expo Link, APRP, Am Cham, CBS, ATUT, Ag Reform, Ag Link, CMD, SEBDOs, ICT, USAID, JETRO &

JODC, European Union, World Bank, UNIDO, UNDP, Laws, Central Bank of Egypt, Misr Bank, International Monetary Fund, National Bank of Egypt, CAPMAS and General reports.

3. As agreed with you and our Contracting Officer, RRSA's inventory (hardware equipment and software) will be transferred to TAPR II (agreement in process).

Please review and concur to proceed with the project's close out plan.

Regards, Nader
Nader Samih

ACOP

Development Associates, Inc.

Results Reporting Support Activity

20 Aisha El Taimoreya Street, 1st Floor,

Suite 2, Garden City, Cairo, Egypt

Tel.: +20 2 792 5466/77

Mob.: +20 12 234 2550

Fax: +20 2 792 5488

ANNEX J – SUPPORTING E-MAIL FOR NON-COMPLETED TASKS IN THE 18 MONTH WORK PLAN

-----Original Message-----

From: Morgan, John (Cairo/EG/AD)
Sent: Wednesday, December 01, 2004 4:43 PM
To: Fikry, Mervat (Cairo/EG/SPP)
Subject: Non-Completed RRSA Work Plan Tasks

Mervat,

Under the RRSA contract, several tasks outlined in last year's Work Plan were not completed (and one was deferred) due to changing USAID priorities and other factors. This message identifies those tasks and explains the basis for not completing them.

The task that was deferred was Task 2.2, the Multiplier Study. This task could not be completed according to the original schedule due to non-availability of data. As a result, the methodology was revised to allow completion of some analyses. The revised methodology is now being implemented, but the resulting work has been delayed until this year.

Under Task 2.2, the Follow-up Survey on Customs Reform was not completed because the USAID activity manager decided that the survey should be completed by the ATR activity.

Under Task 2.3, the Annual Summative Impact Assessment (occasionally referred to as the Socio-Economic Impact Study) was not completed, as USAID staff could not agree on how to define the scope of the study, nor on the specific methodologies which RRSA should follow for the study.

Task 2.9 (SO-16 Cost Effectiveness for M&E) and Task 2.10 (Partner survey of RRSA effectiveness) were not completed because of changing USAID priorities. These two tasks had been established to confirm the overall cost effectiveness of the RRSA contract and the overall M&E efforts of the SO-16 Technical Assistance contractors. Because of the Mission Director's direction for EG to proceed with a consolidated TA contract for all TA under SO-16, RRSA was not directed to complete these two tasks.

As a result of not completing these respective tasks, the short-term TA LOE was available to initiate and/or complete other efforts, such as the evaluations of HEIA and ALEB.

John Morgan